

Title: Administrative Assistant

Department: Mobilization

Reports to: Director of Mobilization

Classification: Full-time, non-exempt, 40 hours per week

Location: Phoenix, AZ

SUMMARY: Frontiers is a Christian, faith-based non-profit working with churches to send their workers overseas. The role of the Mobilization Administrative Assistant contributes to the mission of Frontiers by providing administrative support for the department to help them reach department goals.

ESSENTIAL RESPONSIBILITIES:

- Assist the Mobilization department leadership with administrative support for strategic priorities and goals
- Provide the Area Directors with administrative support as needed
- Assist the Mobilization department leadership in the scheduling of meetings & appointments
- Manage data and prepare department reports in collaboration with Mobilization leadership (Mobilization Stat reports, Scoreboards)
- Assist in communications & processes related to hiring and onboarding of new staff and volunteers in collaboration with Mobilization leadership
- Manage timely booth- & staff- registrations and logistics for offsite conferences and events
- Coordinate and handle logistics related to the annual All Mob Conference and Area Director Gathering (lodging, meals, transportation, finances)
- Coordinate the Mobilization department calendar & alert leadership of important upcoming dates
- Submit credit card charges, department reimbursements and check requests as needed
- Maintain and manage display inventory
- Maintain and manage printed materials and book inventory

SKILLS/TRAITS:

- Detail-orientated and highly organized
- Have a high capacity for tasks
- Able to be a strategic thinker
- Able to accurately follow oral and written directions in a timely manner
- Able to multi-task and perform well under pressure
- Good communication and interpersonal skills; a team player
- Takes initiative and has good problem-solving skills
- Proficient in Microsoft Outlook, Word, and Excel
- Experience with Dynamics CRM, Microsoft Teams, Zoom helpful

QUALIFICATIONS:

- High School diploma or GED required and bachelor's degree is preferred
- At least three years of administrative experience
- Personal relationship with Jesus Christ

Frontiers values the importance of life and work balance and offers flextime options. This job posting is a summary of the position. A full description will be provided during the recruiting process.

To apply, send a cover letter and resume to hr@frontiersusa.org. No phone calls please. Because of the number of emails received, you may not receive an individual response.