

Title: Administrative Assistant

Department: Church-Based Teams (CBT)

Reports to: Director of Church-Based Teams

Classification: Part-time (15-18 hours/week)

SUMMARY: Frontiers is a Christian, faith-based non-profit partnering with churches to send their workers overseas. We're looking for an individual to provide administrative support to the Church-Based Teams department.

ESSENTIAL RESPONSIBILITIES:

- Coordinate events with church mission leadership:
 - First Step gatherings (~6/yr): Schedule speakers, assist in drafting schedule, on-site hospitality, transportation, lodging, AV equipment, etc.
 - Strategy Retreat weekends (~3/yr): scheduling, travel booking, invoicing, collecting materials, etc.
 - Team Assessment Weekends: (~1/yr) Assessment tools, invoicing, payments.
- Assist in managing communication with church leads and partners:
 - Assist in setting up appointments with churches and individuals.
 - Respond to requests for information.
 - Mail information packets.
 - Coordinate email campaigns to churches alerting them to educational and training resources.

SKILLS/TRAITS:

- Proficient in Outlook, Word, Excel, Power Point, OneDrive and Teams.
- Skilled in utilizing databases and spreadsheets.
- Detail-orientated.
- Excellent customer service skills (via email, phone, and in-person).
- Event planning and hospitality.
- Problem-solving skills.
- Strong project management/analysis skills.
- Knowledgeable in AV for basic technical support during meetings.
- Participant in good standing in an evangelical church.

QUALIFICATIONS:

- A personal relationship with Jesus Christ.
- High School diploma or GED.
- 3-5 years of administrative experience is preferred.



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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.