Job Description | EXECUTIVE ASSISTANT

SUMMARY
Responsible for assisting the executive director in fulfillment of the director’s objectives and handle any pertinent delegated responsibilities, averaging 15-20 hours of work per week (with potential for future full-time employment). Relocation is not necessary.

PRIMARY RESPONSIBILITIES
Reply to lower priority emails which do not require executive director’s attention
Help develop and manage content for organization’s web site
Work with the director to develop monthly budgets for fields of service
Help plan and implement activities including fundraising initiatives, travel logistics, and administrative tasks
Interface with overseas leadership team members for compilation of field report data
Travel on occasion with the executive director to fields of operations in order to personally get to know overseas leadership team members and observe supported partners’ ministries
Be available to report to the FMI board of directors and answer their questions
Fulfill duties as delegated by director

SALARY
Level to be proposed annually jointly by the executive assistant and executive director to the FMI board of directors for their evaluation and approval; funds for this salary to be generated from contributions developed by the executive assistant

QUALIFICATIONS
The executive assistant should hold a minimum of a bachelor’s degree and have demonstrated a passion for the advancement of Christ’s Kingdom in ‘creative access countries’. Previous cross-cultural experience, especially in Christian ministry, is preferred.

JOB STATUS
Invitation to join FMI in this capacity is issued at the discretion of the executive director. Any potential for full-time employment will require board approval. Termination of employment is at the discretion of either the executive director or executive assistant.