



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.