



## **Job Description: EXECUTIVE ADMINISTRATIVE ASSISTANT**

### SUMMARY

Responsible for assisting the executive international director [EID] in fulfillment of ministry objectives and regular operations, handling any pertinent delegated responsibilities, averaging 12-16 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 attention by other staff members
- Compile EID monthly expense report and review staff members' monthly expense reports for approval by the EID
- Print and mail monthly receipts to donors
- Help develop and manage content for organization's web site
- Support US staff members in their projects and operations
- Prepare and complete mass mailings
- Track and order inventory of pertinent supplies
- Fulfill any other administrative duties as delegated by EID

### COMPENSATION

Hourly wage determined by the EID. Funds for this compensation to be generated from contributions developed by the EID and the employee.

### QUALIFICATIONS

- Have a personal relationship with Jesus Christ
- Be committed to furthering FMI's mission as a faith-based ministry
- Agree to uphold FMI's doctrinal statement.
- Submit to and honor the standards outlined in the Employee Handbook and/or the Standards of Christian Conduct.
- Faithfully attend and financially support a local church whose beliefs are in agreement with FMI's doctrinal statement
- Hold a bachelor's degree (preferred) or a minimum of 6 years experience with a high school diploma
- Networking, organizational skills, and strong verbal and written communication skills are crucial
- Advanced proficiency in Microsoft Office suite applications
- Must be able to work remotely
- Maintain confidentiality and security protocols

### JOB STATUS

Invitation to join FMI in this capacity is issued at the discretion of the executive director. Termination of employment is at the discretion of either the EID or employee.