



Ministry Assistant  
to International Director

***These statements describe our team and the people who fit best in our culture:***

- You love Jesus!
- You are passionate about the Great Commission!
- You are driven to make an eternal difference with your life!
- You are self-motivated and sacrifice to do your best work for Him!
- You are a team player, able to joyfully submit to the strengths of others!
- You are comfortably uncomfortable with putting yourself in a position of total dependence on God

***We are currently looking for a Ministry Assistant for our International Director. A role that is vital to making the leadership of our international work both possible and enjoyable! Does this describe you?***

- You are fueled by serving others, being intuitive to meet needs, preparing materials and doing whatever is most needed!
- You love contributing to a bigger picture by managing details like scheduling meetings, setting up appointments and communicating clearly via text messaging, platforms and email.
- You are comfortable learning how to coordinate schedules with people from a variety of time zones and cultural backgrounds.
- You are flexible and responsive, motivated to be helpful and able to take direction.
- You love being organized and are able to place things into the “right order” as they come to you.
- You are motivated to figure things out and enjoy learning new things in order to master new systems that are most effective and efficient.
- You are trustworthy, able to ensure confidentiality with personal and ministry information.

**Key Outcomes/Responsibilities:**

1. Learning & managing technology platforms where needed:
  - a. Asana, Slack, Google Drive, Google Calendar, Zoom, Spark etc.
2. Collaborating on email to facilitate scheduling and other needs that come in via email.

- a. Email platforms Spark & Gmail
3. Locating & preparing documents for meetings or debriefing docs./summaries and action items from meetings
4. Helping to manage deadlines when needed.
5. Coordinating Travel - booking flights, organizing travel details, keeping documentation and handling other travel-related logistics as needed.
  - a. Solidifying visa requirements
  - b. Researching covid and other travel requirements
  - c. Booking flights & managing the details of travel schedules
  - d. Submitting travel documentation for Brandon and other team members attending international and domestic ministry trips
6. Scheduling Meetings & Calendar Events
  - a. Using Spark, Gmail, Google Calendar, Zoom etc.
7. Submitting Monthly Expense Reports for the ministry
8. Being responsive to needs as they arise.

Time:

- 10-15 Hours/Week
- Flexible Serving Hours for Availability (80%)
- Set Available Hours for Productivity (20%)

**If Interested, please email [jessica@activateglobal.net](mailto:jessica@activateglobal.net)**