



## Administrative Coordinator

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

- You love Jesus and have a daily relationship with him!
- You are passionate about pursuing the fulfillment of the Great Commission among the unreached!
- You love to serve-joyfully responsive to others direction and requests!
- 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 an Administrative Coordinator. Does this describe you?***

- You have a regular and intimate rhythm of prayer, reading God's Word, and daily responding to the Holy Spirit's direction in your life.
- You have a sense of calling to international missions and desire to leverage your administrative gifts to advance the gospel.
- You love a task list, being highly productive and keeping things organized but can be flexible when working with others.
- You are detail oriented, able to manage and schedule online & international trainings.
  - Including learning cross-cultural communication with partners to line up times for trainings. (via email and text platforms like whatsapp, threema, signal etc.)
  - Maintaining a comprehensive yearly training schedule with the team.
  - Working with our team to solidify dates, locations, venues and training details in the country of implementation.
- You are ready to learn, document and facilitate the team's international travel logistics!
  - Including visa applications, booking flights, researching required & recommended vaccines and any other travel requirements.
- You are ready to steward the international impact reporting system - enabling the team to quickly pull impact numbers, stories, prayer requests and photos.
  - Working with field directors and local partners to submit reports and enter the data into our database platform.
- You enjoy utilizing technology to make work most effective and are not intimidated by learning new software.

**Preferred:**

- Cross-cultural experience (or a strong desire to learn cross-cultural serving skills)
- International Travel - 1 Time/ Year
- Proficient Technology and Platform aptitude
- Proficient writing skills
- Systems + Process experience
- Flexible Hours - For partners in various time zones
- Platform Experience or Capacity
  - Google Suites
  - Asana
  - Slack

**Location:**

Lincoln, NE - This role will be given priority to those living in or willing to relocate to Lincoln, Nebraska

**Next Steps:**

If you feel like this describes you, we'd love to hear from you through [this form](#).

Please refer questions to [jessica@activateglobal.net](mailto:jessica@activateglobal.net)