



Grace at the Fray

## **Senior Mission Division Administrator** ***Job Opening in Jenkintown, PA***

Serge is a 501(c)(3) non-profit, mission-sending agency dedicated to sharing the gospel of Jesus Christ and bringing positive transformation to communities worldwide. We have an opening for a Senior Mission Division Executive Administrator to join the Home Office and support the Senior Director of Missions in directing internal missions division communications, managing budgets, planning events and overall administrative support.

This is a full-time role with 40 hours per week and includes health insurance, retirement, and paid leave benefits. Qualified applicants will have experience in managing administrative and logistical details, running a day to day calendar, planning for international travel, and performing a variety of routine tasks while also planning and executing other long term, complex tasks. If your career interests are in faith-based work and you desire to work in a non-profit, mission organization, we invite you to apply. Some work from home is appropriate with an expectation for working in the office for the majority of hours.

### **Responsibilities include, but are not limited to, the following:**

- Recommend and execute decisions and communications on behalf of the Senior Director of Mission (SDM)
- Organize, advise, and direct all internal communications for the Senior Director of Mission
- Compile reports for presentation to the Board, Board Committees and Executive Leadership Team
- Create and manage annual budget for Senior Director of Mission
- Monitor and track multiple budgets through the fiscal year
- Represent Senior Director of Mission as Liaison to field leaders and teams and facilitates communications
- Schedule bi-monthly meetings involving the Senior Director of Mission and develop pre- and post-meeting materials
- Attends, manages and ensures the success of domestic and international leadership team retreats, training events and conferences by working with the SDM to plan conference content and schedule
- Provide oversight and direction to the Event Coordinator for the logistical planning, coordination, promotion, direction, and implementation of domestic and international events
- Manage and monitor the Director of Mission's daily and long-range calendars, commitments, events, expenses and reimbursements
- Arrange national and international travel and communicates itineraries to Director of Mission via TripIt
- Collaborate with Senior Director of Mission to establish content and develop the schedule for Leadership and Company Conferences
- Perform administrative functions for Senior Director of Mission in donor support-raising activities including communications, calendaring, and gift-giving
- Organize and manage speaking engagements that might arise for SDM and Designee

### **Requirements**

- Able to collaborate with the SDM to understand administrative needs and preferences while making appropriate practical decisions regarding carrying out those tasks
- Ready to be available through the day or work week for quick consultation and performance of tasks
- Strong written and verbal communication skills
- Ability to collaborate with other Home Office leaders and administrators to accomplish shared tasks
- Experience and ability to develop, implement, and monitor annual budgets



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- Serving as the administrative face of the office of SDM, able to assert the SDMs requests for timely meetings, etc, as well as to have gracious and open interactions with field and home office staff in a way consistent with Serge's Core Values
- Able to carry a consistent attitude of care for our workers and a high degree of confidentiality with personal honesty and integrity
- Takes initiative to proactively suggest improvements in processes and workflows and able to assist the SDM by organizing files and workflows
- Available to travel out of town for overseas and domestic meetings and conferences at least twice a year and sometimes more often
- Familiarity with software such as SAP Concur, Salesforce, PowerBI, Microsoft Office and Google Workspace Suite and other tools

**To Apply**, send resume and cover letter with salary requirements to Human Resources at [HR@serge.org](mailto:HR@serge.org). For more information about our mission agency, visit [www.serge.org](http://www.serge.org).

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