Serge Grace at the Fray

Mobilization Administrator for Mission Agency

Full-Time Job Opening in Jenkintown, PA (Onsite or Remote)

Serge is a non-profit, mission-sending agency dedicated to sharing the gospel of Jesus Christ and bringing positive transformation to communities worldwide. We're seeking a full-time *Mobilization Administrator* to join our Mobilization department in the Home Office. This department helps support our mission in sending more laborers into the harvest! The *Mobilization Administrator* keeps Serge's field recruitment and programs running smoothly by serving as the central hub for department operations, Salesforce data management, intern/short-term team logistics, and cross-departmental coordination. Full-time hours are 40 per week with paid leave and benefits. If you have a passion to advance the Gospel and the expertise for this key role, we invite you to apply.

Responsibilities include but are not limited to the following:

- **Process Improvement & Project Management**: Identify areas for operational improvement within the Mobilization (MOB) department and lead assigned projects.
- **Administrative & Financial Support**: Assist the Director of Mobilization with department budgeting, financial tracking, calendar management, and event coordination.
- **Database Management**: Oversee and maintain the Salesforce database for field staff prospects, ensuring data quality control, workflow efficiency, and statistical reporting.
- **Lead Tracking & Follow-Up**: Coordinate rapid lead distribution to recruiters and track outreach to new missionary prospects and general inquiries.
- **Internship & Short-Term Team Logistics**: Support the Short-Term Team and Internship coordinators with application processing, travel documentation, plane ticket purchases, and participant form tracking.
- **Financial Administration for Interns**: Collaborate with field leaders and the Finance department to build individual intern budgets and initiate fund transfers.
- **On-Site & Event Execution**: Assist with conference registrations, booth logistics, and travel to the home office for Intern Training Weekend, Deployment, or Debrief.
- **HR & Compliance Coordination**: Partner with HR to ensure all required background checks are completed and logged accurately in Salesforce.
- **Cross-Departmental Collaboration**: Work with Communications to post mission opportunities via WordPress and manage the inventory of printed recruitment materials.

Requirements

- Personal relationship with Jesus Christ and a genuine desire to apply one's knowledge, skills, and abilities to advance the gospel, minister to others, and serve as needed.
- Commitment to Company Core Values, demonstrated in work and interactions.
- Bachelor's degree or comparable administrative experience.
- Excellent grammar and proofreading experience.
- Strong computer skills including mastery of or strong aptitude for learning MS Office (Word, Excel, PowerPoint), MAC OS, Google, SalesForce, MailChimp, Concur, and project management software.
- Effective time management skills, solid organizational techniques, and high attention to detail.
- Embraces routine yet flexible and able to prioritize, accommodate, and adapt to unexpected changes in tasks and projects.
- Possesses strong interpersonal skills with an ability to engage, support, care, serve, and communicate effectively.
- Exercises high level of discretion in handling sensitive and confidential situations and communications.

To Apply, send resume and cover letter with salary requirement to HR@serge.org. For more information about our mission agency, visit www.serge.org. *(11/6/26)*