



Grace at the Fray

Communications Assistant for Mission Agency

Job Opening in Jenkintown, PA

Serge is a non-profit, international missions agency dedicated to sharing the gospel of Jesus Christ and bringing positive transformation to communities worldwide! We are seeking an Assistant to join our Communications Team in the Home Office. Ideal candidate will be experienced performing administrative tasks, excelling in team work, facilitating communication, and managing projects. Requires excellent administrative and writing skills and the ability to interact with a wide range of internal and external clients while demonstrating professionalism, competence, grace, and efficiency. If you have the skill set for this role and a passion for advancing the Gospel via communications, we invite you to apply!

Responsibilities

- Initiates and provides proactive support and assistance, enabling the Communications Team to focus on and achieve multiple projects, priorities and goals.
- Handles information exchange for the Team in scheduling meetings, note taking, updating documents, onboarding freelancers, and submitting invoices and instructions on Team's behalf.
- Provides project management in creating and maintaining project timelines, updating relevant parties on statuses of projects, fielding questions, and delivering instructions.
- Creates, maintains, and provides tracking for budget, expenses, goals, and projects.
- Engages and maintains relationships on behalf of the Communications Team with internal departments, overseas mission staff, outside freelancers, and vendors.
- Establishes supportive, interactive relationships with overseas mission staff, collecting stories and information, obtaining content permission, and organizing information for future use.
- Proofreads and ensures grammatical and formatting correctness and quality of communications including but not limited to emails, print collateral, and messaging.
- Maximizes system tools and initiates improvements in the organization of information, simplification of processes, elimination of bottlenecks, and increased efficiency.
- Performs administrative tasks including handling calls and correspondence, printing, mailing, faxing, invoicing, filing, maintaining databases and supplies inventory, managing digital assets and data.

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.
- Bachelor's degree or comparable administrative 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.
- Ability to use Adobe Creative Suite is a plus (i.e. InDesign, Illustrator, etc).
- Excellent writing, grammar and proofreading experience.
- Effective time management skills, solid organizational techniques, and high attention to detail.
- Strong interpersonal skills with ability to engage, support, care, serve, and communicate effectively.
- Embraces routine yet flexible and able to prioritize, accommodate, and adapt to changes.

To Apply, send resume and cover letter with salary requirement and PT/FT preference to Anita Wessner at HR@serge.org. For more information about our mission agency, visit www.serge.org.

8.2.19