



Grace at the Fray

## **Administrative Assistant for Mission Agency** ***Full-Time Job Opening in Jenkintown, PA***

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 an experienced Administrative Assistant to join our home office and support our Renewal division. Originally designed to support international missionaries, this arm of Serge now offers worldwide publications, discipling, mentoring, training, and simply helping people live out the gospel in everyday life. If you share this vision and have the expertise to support it, we invite your application for this key role. Qualified applicants will have upper management or executive-level experience in administration, calendaring, systems and software, project management, and event planning.

### **Responsibilities**

- Provide focused, upper management-level assistance, allowing the Director to focus on strategic priorities and annual goals.
- Proactively coordinate and manage Director's calendar of travel, events, speaking engagements, and daily and long range planning.
- Utilize various computer systems to record, monitor, and generate reports on budgets, expenses, funding, publications, goals, dashboards, and metrics.
- Support the Renewal Team by improving and overseeing reporting systems.
- Manage/maintain Salesforce database integration and updating for all Renewal work.
- Administrate Renewal Discipler Training and Mentored Sonship programs.
- Respond to outside calls and correspondence on behalf of the Renewal Team.
- Manage projects, assignments and deadlines to ensure that the Renewal Team tasks are completed in a timely manner.
- Coordinate the production and distribution of publicity, teaching, and promotional materials needed for Renewal-sponsored conferences and events.
- Plan and oversee hospitality details for Renewal events.

### **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.
- Minimum four to six years' experience in administrative or executive support role.
- Bachelor's degree or comparable experience in related field is desired.
- Excellent computer skills including mastery of or strong aptitude for learning MS Office, MAC OS, Salesforce, Google products/applications (Drive, Mail, Hangout), Adobe Acrobat Pro DC, Concur, Zoom, Tripit, and other web-based software.
- Competence for mastering and administering Serge's learning management system.
- Ability to track and report on departmental budgets.
- Proactive approach to work, high attention to detail, strong organizational skills, and ability to establish goals and meet deadlines for multiple tasks with minimal direction.
- Ability to work seamlessly and effectively with Director, to develop strong supportive relationships with program leaders, and to anticipate needs and work efficiently.
- Demonstrate interpersonal competence and exercise high-level discretion in handling sensitive and confidential situations and communications.

**To Apply**, send resume and cover letter with salary requirement to Anita Wessner 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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