



EVANGELICAL  
**FRIENDS MISSION**  
**Administrative Assistant**  
**Evangelical Friends Mission**  
Updated February 2022

**Organization Description:**

The purpose and passion of Evangelical Friends Mission (EFM) is to fuel a worldwide movement of people who seek first the kingdom of God, planting churches who live and die to carry out the Great Commission in the spirit of the Great Commandment.

**Job Overview:**

Location:	Virtual/Home Office
Reports to:	Director of Operations and Communications
Travel:	Up to two times per year
Hours:	30 hours per week

**Job Purpose:**

Serving as a member of the team, the Administrative Assistant reports to the Director of Operations and Communications and may also work closely with the Executive Director, Field Director, Director of Mobilization, and the rest of the staff in carrying out the mission of EFM.

This position is responsible for administrative support to help the team stay organized and will complete tasks that allow the Directors to focus on their responsibilities.

**General Responsibilities:**

- Participate in two virtual Staff Meetings each month.
- Participate in two Staff Retreats each year (travel may be required).
- Uphold the values that the Staff and Directors have identified and agreed will guide their working relationships.

**Office Responsibilities:**

- Manage T-Mobile account for stateside staff and missionaries.
- Answer and manage EFM General Phone, working with necessary staff to respond to questions promptly.
- Manage EFM General Email, working with necessary staff to respond to questions promptly.
- Manage EFM Master Calendar.
- Assist with planning and execution of biyearly board meetings.
- Assist with planning and execution of biyearly in-person staff meetings.
- Assist with EFM's database, including but not limited to data entry and updates, reports, and form management.

- Create systems for online server organization.
- Run biweekly internet checks for missionaries serving in sensitive areas.
- Assist with deputation logistics for missionaries on deputation.
- As necessary, assist the Executive Director with travel and calendar management.
- As necessary, assist the Field Director with the administration of Missionary Care Teams.
- As necessary, assist the Director of Mobilization with the administration of projects.
- Assist with other projects and events as required.

**Qualifications:**

- Bachelor's degree and/or experience in a related role preferred.
- Ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail and follow-through.
- Self-directed and organized individual.
- Experience in the use of Microsoft Office 365 and windows-based programs.
- Excellent written and oral communication skills.
- Experience using database systems to keep the integrity of data and generate reports.
- Attention to detail and a good eye for how things look.
- Adherence to EFC-NA's statement of faith and EFM's mission and vision statements.
- Involved in a local church and supportive of the Great Commission.
- Ability to work well in a remote and cross-cultural environment.

If you would like more information or would like to be considered for this position, please send your resume and cover letter to Kimberly Mer, Director of Operations and Communications, at [kimberly@friendsmission.com](mailto:kimberly@friendsmission.com).