



World Missions Ministries Youth & College Department

Job Description

Job Title: Coordinator of Operations/Administrative Assistant to the Director

Purpose: This position has the primary purpose to provide clerical and operational support to the Director of The Awakening. Assist with effective communication and collaboration with constituency at all levels of the organization and beyond. Independent judgment is required to plan, prioritize and organize a diversified workload.

Position Type: Full Time

Essential Duties include but are not limited to:

- Support and promote the vision and mission of The Awakening and WMM.
- Guide projects and workflows from initiation to completion.
- Primary point of contact for communication and correspondence with the department.
- Monitor and report to the Director the financial development of projects within the department.
- Design, create, and conceptualize presentations as requested.
- Interfacing with TA Staff, missionaries, national leaders, interdenominational executives and employees on a regular basis.
- Assist in the effective execution of denominational and Interdenominational projects as requested (ie PWF World Missions Commission, PWF Development Partners, E21 NGN).
- Arranges travel, accommodation, itineraries, and all correspondence related to arrangements as needed.
- Assist with the development and processing of financial reports.
- Archiving documents, materials, and items relevant to IPHC Archives and the activity of the director/department.
- Process vouchers and journal entries for the department.

Position Requirements

- Excellent written and verbal communication skills.
- Comfortable in a fast-paced environment with multiple tasks and projects at hand.
- Able to organize and manage large amounts of tasks, schedules, and information.
- Excellent time management and prioritization skills
- Affinity for improving processes and managing workflows in a way that promotes efficiency as well as goodwill

- Must be able to sit for extended periods.
- Ability to lift up to 50 pounds (reasonable accommodations available to enable individuals with disabilities to perform the essential functions).

This position is amenable to the Director of The Awakening and the Executive Director of World Missions Ministries