

## **ETeamGlobal Personal Assistant/Project Coordinator**

11/27/2023

We are seeking a person with a passion for Jesus and who is focused on the Kingdom of God.

The **ETG Personal Assistant/ Project Coordinator** (PC) reports directly to President, Dr. Tim Robnett. This role is (remote & in office a few days a week) in a fast-paced setting with the ability to be flexible in an evolving daily environment. The person in this role must love Jesus, understand non-profit ministry, and maintain high standards of professionalism and possess exceptional organizational, interpersonal and communication skills.

**The PC key focuses will include personal assistant, administrative tasks, practical operations, event coordination, and maybe some donor relations.**

This role needs to be passionate about and support the vision and purpose of our ministry and sharing the ETG stories in order to be highly effective in this role.

Dr. Tim Robnett founded *ETeamGlobal* in 2011 as the next step in a ministry that's spanned almost 50 years. ETG's mission is to **Identify, Affirm, Train, and Mobilize** Ephesian 4 evangelists. We are building a network of evangelists who are biblically sound, fully equipped, self-supporting and reproducing, with the ultimate goal of reaching their own countries with the gospel of Jesus. By focusing on this mission with local evangelists and partnering with local churches, we are able to be more relevant to, and more effectively reach the un-saved around the world!

ETG has trained almost 25,000 evangelists and pastors since 2011! Evangelists trained and mentored by ETG are leading powerful outreach efforts across Africa, Europe, and Asia. God has used ETG with impacting over 430,047 in the past 12 years so far! Praise God.

This role supports the Executive Director with coordination over operations, administrative tasks, donor relations, and event coordination and assisting with training trip logistics, etc. Also along with additional tasks like assisting with data input to Bloomerang our CRM platform.

### **Responsibilities Include (but not limited to):**

- Help manage personal calendars: appointments (make and reminders); tasks to be done weekly/monthly; reports when and to whom. Along with updating google team calendar
- Manage all travel and coordinate with Caroline Watts. Put travel schedules, tickets, together for each international trip, etc.
- Expense reports: put doc together before trips and after trips document all expenses and with TR approval submit for reimbursement.
- Work with Tim to separate and file ALL ETeamGlobal documents and papers for storage at the LinkCenter.
- Work with Tim to re-create ALL computer files with ETeamGlobal documents and training materials. Remove old files, save important documents; organize and edit all Training materials and Evangelistic sermons.
- Lead with operation innovations, including reviewing and recommending changes to processes, programs, and operations
- Event planning & coordination (Home visits, planning small donor dinner nights, & other events)

- Knowledge with SquareSpace website platform would be a plus
- Set up and support face to face meetings with ministry partners and make donor thank you calls
- Help remind the team of follow up with development benchmarks
- Possible on-site promotions at ministry conferences ie: (Mission Connexion on Jan. 19-20, 2024)
- Zoom Meeting planning and coordination
- Passion for collaboration and curriculum content for evangelism & disciple making materials
- Exercise discretion, confidentiality, generosity of spirit, and professionalism in all dealings.
- Ability to prioritize projects/tasks.
- Responsible for a wide variety of time-sensitive information and material
- Assist team with meeting preparation at varying frequencies: coordination, presentations, and meeting material handouts.
- Other responsibilities and duties as needed or assigned

**Our ideal candidate would possess:**

## **Education, Experience, And Required Abilities & Skills**

- Experience in administration, ministry, business operations, event management, & donor relations
  - We are looking for someone who loves and is passionate about Jesus and understands the unique challenges and opportunities that occur when working in non-profit ministry.
- Experience working in an Administration/operations and/or project coordinator role in the past
  - Ideally, 3-5 years of experience
  - We are looking for someone who is detail-oriented with the ability to multitask successfully in order to support our Executive Director.
- Detailed, collaborative, accountable, curious, excellent, willing to go the extra mile, focused, have integrity and exhibit Fruits of the Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.)
- Work from home and maybe also in Link center office 1 to 2 days a week for several hours per day
- **Helpful tools to know: Google Docs, PowerPoint, Drop Box,** Bloomerang a plus. Along with Facebook, Square Space website and other Social Media platforms
- Must possess the following skills: typing proficiency, organized, strong verbal and written communication, research, interpersonal/customer service, multitasking, ability to work at a high level autonomously, and project management.
- Must be dependable, compassionate, and add to the positive culture at ETeamGlobal.
- Must be flexible in ever-changing daily workflow and schedule shifts.
- High school diploma or equivalent but we preferred College graduate or higher.
- Office hours are flexible (weekdays preferred) for a total of 10 to 15 hours a week to start with
- A wide degree of flexibility and latitude is expected.
- Speaking fluent and writing in Spanish would be a bonus to bring to this role
- Knowledge of Apple products (Mac computers/iPhone), (Gmail, etc.), and Zoom required
- Ability to utilize Microsoft Office for Apple Mac computers and display proficiency with technology overall.

**Compensation for Personal Assistant/Project Coordinator (PC):**  
**\$25 per hour.** An estimate total of 10 to 15 hours a week.

This would be a part-time job and unfortunately no benefits offered.

Please submit your resume and a short cover letter directly to [chrisk@eteamglobal.org](mailto:chrisk@eteamglobal.org)

Thank you.