



## Executive Assistant and Logistics Support

**PRIMARY DUTIES AND RESPONSIBILITIES:** Christian non-profit organization has an opening for applicants with administrative support experience to provide logistics and clerical support to the Leadership Team.

### Data Entry

- Coordinate appointments and events for executive leadership team members
- Organize and create meetings, minutes, agendas, and follow-up task management
- Create and process expense reports for assigned staff
- Proactively organize, create, and maintain up-to-date digital files
- Preparing weekly/monthly reports for the Leadership Team.
- Accurately entering data into various systems.

### Information Management and Reporting

- Create and distribute executive summary documents of fiscal and project activities
- Gather, organize, and report project management data used by signed languages users into a project management tracking tool and other applications.
- Collect information and prepare regular reports for the leadership Team, the US Board and the International Ministry Council and Directors

### Logistics

- Maintaining calendars and submitting expense reports for the President, Senior Vice President, and other assigned staff.
- Coordinate domestic and international travel for individuals and groups
- Support interpreting request logistics as directed by Interpreting Coordinator

### Communication

- Serve as the initial point of contact for inquiries across multiple platforms.
- Project a positive, caring and hospitable demeanor daily and when dealing with conflict
- Maintain a strict level of confidentiality in all aspects of the job
- Fulfill other duties and responsibilities as requested or as assigned
- Accurately use and interpret budgeting and fiscal tools to support and facilitate fiscal accountability.
- Demonstrate cultural competence through respectful interactions with people of multiple cultures.



## QUALIFICATIONS

- High proficiency in computer literacy and digital tools
- Mastery of MS Office products required
- Proficiency within the Google environment preferred
- Strong interpersonal communication skills required
- Affinity for language acquisition preferred
- Strong ability to effectively communicate in both written English and at least one signed language required
- Project management experience preferred
- Ability to deal with problems in a positive manner and find effective solutions or know where to seek assistance
- High level of attention to detail and accuracy of work
- Ability to work independently in an efficient and effective manner with minimal supervision
- Exceptional time management and organizational skills with the ability to adapt to change and multi-task.
- Ability to work (or learn to work) cross-culturally, as the ministry is international in its scope.
- Vibrant commitment to Jesus Christ and agreement with DOOR International's Statement of Faith

Full time hourly position; approximately 40 hours per week reporting to Operations Director. Must be able to work Monday through Friday from 8 AM to 5 PM (some flexibility).

Job Location: Remote

Initial Contact: Bob Terpstra ([bobt@doorinternational.org](mailto:bobt@doorinternational.org))

DOOR International is a non-profit organization that assists Deaf communities worldwide in translation of the Bible into various sign languages, as well as training of Deaf leaders in evangelism and church planting. DOOR is affiliated with Wycliffe Global Alliance, the Forum of Bible Agencies International, and ECFA. For more information about DOOR International, visit <http://www.doorinternational.com>.

Title VII of the Civil Rights Act of 1964 generally prohibits any sort of employment discrimination based on sex, race, national origin, or religion. However, there is a notable exception to the rule: Religious organizations are allowed to discriminate on the basis of their religion. Applicants should review DOOR's Vision, Mission, and Values. Applicants will be asked to agree to and sign a Statement of Faith found [here](#) as a condition of employment.