



JOB DESCRIPTION

Job Title: Program Administrative Assistant

Reports To: Program Operations Administrator

Ministry: Programs **Full-time or Part-time:** PT

Supervisory (# of staff supervised): _____

ESSENTIAL PREREQUISITES FOR ALL STAFF MEMBERS

Because World Impact is a Christian missions organization with a written doctrinal statement, World Impact reserves the right to employ only people who are born-again believers in the Lord Jesus Christ as their personal Savior, and who are in full accord with our ministry's doctrinal statement. Service is at the will of either the staff member or missionary, or World Impact. This means that the staff may quit at any time with or without notice and World Impact may terminate the service agreement at any time with or without notice. There is no promise that service will continue for a set period of time. Nor is there a promise that service will be terminated only under particular circumstances. No one has the authority to make representations inconsistent with this policy. This policy supersedes all written and oral representations that are in any way inconsistent with it. World Impact, Inc. retains the discretionary right to terminate any staff member, including missionaries, at any time and for any reason deemed to be in the best interests of the ministry. These policies do not constitute a contract, expressed or implied, to continued employment, and said policies do not alter the status of any at-will service member under the laws of the state.

Education:

- Must be a high school graduate
- Proficient with Microsoft Office, especially MS Word & Excel
- Ability to proof-read
- Some background/knowledge in editing
- Some background in accounting
- Bilingual preferred, but not required
- Willingness to learn other software systems, such as: Adobe, BlueBeam, Canvas, Salesforce, Shelby, Smartsheet

Job Summary:

The Administrative Assistant (AA) performs administrative and office support activities for Program staff, e.g., editing receipts, scheduling, proofing online content and links and hard copy resources, and administrative help. The Program Operations Administrative Assistant reports to the Program Operations Administrator. This is a virtual position.

Key performance objectives in order of priority with projected time allocation are:

- Support regular administrative functions, accounting tasks, editing, mapping. 90%
- Handles all ancillary responsibilities, interruptions, and unplanned activities. 10%

Qualifications & Expectations:

CORE COMPETENCY

1. **Mission Driven:** Demonstrates commitment to the mission of World Impact as a whole and is aligned with organizational values
2. **Collaboration:** Helps colleagues as needed, views responsibilities as shared

3. **Adaptability:** Adapts and responds to change effectively; proactively seeks opportunities to be supportive of change and serve our mission
4. **Communication:** Uses effective written and oral communication with internal staff, teams, and community served; demonstrates empathy and listening
5. **Ownership:** Effectively manages own work, and work of teams when relevant, ensuring delivery of high-quality work
6. **Expertise in area of focus:** Has skills and expertise in area of technical or functional expertise

Physical Requirements:

- Sedentary Work. While performing the duties of this job, employees are regularly required to sit, walk and stand; talk and hear, both in person and by telephone; use close, distance, color, and peripheral vision; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; lift minimum 10 pounds.

Essential Duties & Responsibilities:

Interpersonal

- Mapping World Impact English materials for translations.
- Proofreading & editing printed World Impact Program/TUMI English materials.
- Clerical accounting tasks

Operational

- Provide administrative support for select projects, e.g., proofing textual resources, scanning documents, etc.
- Manage orders for World Impact resources
- Provide weekly hours to the Program Operations Administrator.
- Able to provide 16 hours on a weekly basis (schedule is flexible).

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.

I have read the above job description and I believe I can perform the job.

Staff Person's Signature: _____ Date: _____