



INTERNATIONAL
BAPTIST
CONVENTION

OPPORTUNITY PROFILE

ADMINISTRATIVE ASSISTANT

Frankfurt, Germany

The International Baptist Convention (IBC) is a fellowship of 60 international churches in 25 countries in Europe, the Middle East, Africa, and Central and South America. Our mission is to mobilize and multiply disciple-making churches, reaching people from around the globe for Christ. Our core strategies for doing this are: Multiplying Churches, Strengthening Churches, Empowering Leaders, Building Connections, and Developing Resources. For more information, see our website: ibc-churches.org

The IBC is a relatively small organization that reaches literally around the world. The Administrative Assistant (AA) reports to and is accountable to the General Secretary. The General Secretary (GS) travels up to 50% of the time in order to be physically present with churches and church leaders as well as to be an advocate and spokesperson to partner organizations. Therefore, the Administrative Assistant (AA) must be self-motivated and well organized, with the ability to work independently. Collaboration with the GS requires a commitment to robust, proactive communication. The AA also provides administrative support to the Core Strategy Directors, Presidential Leadership Team, and the Council of Trustees. The AA must work closely with the GS in communicating the needs of pastors and churches to the leaders of the convention.

ROLE

The role of Administrative Assistant encompasses four main work areas:

Office Management

- Equipment, software, supplies, internet, phone, etc
- Email, phone, post
- Personnel issues, legal compliance, data protection
- Maintenance (building, vehicles)
- Guests

Administrative Support

- General Secretary
- Presidential Leadership Team, Executive Leadership Team, Council of Trustees
- Core Strategy Directors & their teams
- Churches
- Record-keeping
- Meetings
- Partner organisations
- Constitution, Operations Manual
- Membership applications

Events Support

- Men, Women, Youth
- Annual Convention Meeting
- Ministry Leadership Conference
- New Pastor Orientation

Communication & Publicity

- Regular communication to churches
- CareNet (weekly prayer email) & *Highlights* news magazine
- Website
- Social Media

CHARACTER, SKILLS, EXPERIENCE, COMPETENCIES

- Spiritual maturity, godly character and a vibrant walk with Christ
- Committed to healthy relationships
- High level of integrity, honesty, and confidentiality
- Strong work ethic
- Calm under pressure
- Secure and confident of personality and calling, but also treasures constructive feedback and open to correction
- Works well in a team as well as independently and proactively
- High emotional intelligence with cross-cultural people skills
- Clear thinker, problem solver, able to organise and manage multiple aspects of the ministry
- Effectively prioritises workload, able to coordinate across multiple tasks simultaneously
- Flexible, adaptable and creative but can work within existing structures and operational requirements
- Significant experience of office administration & knowledge of administrative processes
- Excellent communication skills
- Experience as an Executive Assistant or similar role
- Highly organised with strong attention to detail
- High level of IT literacy (including Microsoft Office 365, Wordpress/Divi, social media platforms, Mailchimp, collaborative communication tools) and ability to learn new skills quickly
- Understanding of and experience in disciple making in the local church (membership in an IBC church preferable)
- Fluent in German (for office management) and excellent English

This role may be divided into part-time roles, depending on skills, experience and availability, with the possibility of remote working along with regular visits to the IBC office in Frankfurt, Germany.

To apply for the position of IBC Administrative Assistant, please submit the following by 31 July 2022:

- Letter of Application outlining your suitability, details about what your Christian faith means to you (including church involvement) and motivation for the role. Please indicate if interested in full-time or part-time (if part-time, which areas of work are of interest to you) and what your earliest starting date would be.
- Current resume or CV.

Send your application and all enquiries to: Tim Faulkner (General Secretary) at recruitment@ibc-churches.org

