

Job Title: Executive Administrator
Department: Global Ministries
Location: ABWE Headquarters, New Cumberland, PA
Job Type: Full-Time/Salary/Exempt

Supervisor: Vice President | Global Ministries

Supervisory Responsibility: None

Mission/Vision: Fulfilling the Great Commission by multiplying leaders, churches, and missions movements among every people.

Job Summary/Primary Role: The Executive Administrator plays a vital role in helping advance the vision, priorities, and daily work of Global Ministries. More than managing schedules and logistics, this individual serves as an extension of the Vice President of Global Ministries—anticipating needs, coordinating initiatives, removing obstacles, and ensuring that priorities continue moving forward.

The Executive Administrator assists the Vice President by helping translate vision into action by coordinating projects, connecting teams, and facilitating communication on behalf of the Vice President across missionary leadership, organizational leadership, ministry coordinators, and headquarters staff. This role creates the organizational capacity that allows the Vice President to lead effectively while ensuring that strategic initiatives, ministry opportunities, and key decisions are executed with excellence.

Success in this role requires exceptional organizational and communication skills, sound judgment, initiative, flexibility, and the ability to thrive in a fast-paced, ever-changing environment. The ideal candidate is able to work independently while also taking direction from leadership, exercising discernment to know when to act proactively and when to seek guidance. With a strong missional mindset and a proactive approach to problem-solving, the Executive Administrator serves as a trusted administrator and dependable partner who helps keep the Vice President aligned, informed, and moving forward in pursuit of the mission.

Essential Functions and Responsibilities include but are not limited to:

- Serve as a trusted partner to the Vice President by helping evaluate opportunities, think through challenges, advance strategic initiatives, and maintain momentum on key projects. Provide proactive follow-up, coordination, and accountability to ensure priorities move from discussion to execution.
- Manages information for the Vice President including, calendars, meetings, events, speaking engagements, initiatives, reporting, etc.
- Assists with domestic and international travel priorities and logistics.
- In coordination with the Vice President, plans and executes various large-scale conferences, such as the Global Leadership Summit, Missionary Enrichment Conference, etc., while resourcing event staff as needed to ensure a successful event.

- Serves as a knowledgeable resource regarding missionary policies, procedures, and organizational practices, collaborating with other departments to communicate and implement policy updates when needed.
- Conducts research and prepares correspondence, presentations, briefing materials, and other communications for leadership meetings, missionary visits, field travel, and speaking engagements.
- Assists with budget preparation and management for the Global Ministries department.
- Manages contacts, communications, and appointments through various platforms.
- Monitors all work and communications from the Global Ministries department for missional advancement, legal compliance, and appropriate security.
- Reviews and prioritizes reports, correspondence, and other communications, ensuring timely distribution and follow-up with the Vice President and other leaders.
- Attends meetings on behalf of the Vice President as needed. Provides written documentation, outcomes, and follow-up requirements. Has delegated authority from the Vice President in decision making.
- Exercises discretion and judgement in keeping the Vice President informed and in tune with culture and needs of the missionary team and headquarters staff. Able to process employee grievances with confidentiality and compassion. Projects a proactive approach to problem solving with strong decision-making skills.
- Works with various departments to create and/or edit the Global Ministries media and visual presentations.
- Performs other duties or special projects as required or as assigned.

Qualifications: Ability to pass background check and all necessary clearances as mandated by the Commonwealth of Pennsylvania.

Education: Associate's Degree in business, office management, or related field; or equivalent work experience.

Minimum Prior Experience Required: Previous management experience preferred; experience supporting senior-level management is advantageous. Previous international travel is helpful. Strong knowledge of Microsoft Office Suite and comfort with new technology will be necessary.

Travel: Able to travel 2-3 weeks per year (domestic). Occasional international travel may be necessary.

Necessary Attributes:

- Joy-filled personal faith rooted in Jesus Christ and a heart to serve.
- Detail-oriented and organized. Exhibits great time management.
- Discretion and sound judgement.
- Able to maintain information and documents that are highly confidential in nature.
- Takes initiative and anticipates needs.
- Strong relational skills, communication, and critical thinking skills.
- Energetic and deadline oriented.
- Able to work alone or in a team environment.
- Self-disciplined.

Christian Life:

ABWE is a Christian organization, and it is necessary that employees possess and maintain a lifestyle that is above reproach. Employees are encouraged to participate in staff events including corporate and departmental prayer times and staff meetings and lunches.

All ABWE employees must:

- Be a believer in the Lord Jesus Christ and able to articulate a personal testimony of salvation.
- Be walking in Christ-like obedience to Biblical standards in ways that evidence a transforming relationship with Jesus Christ, particularly as outlined in ABWE's Christian Code of Conduct.
- Be a current and active member and/or regular attendee of a like-minded local church that aligns doctrinally with ABWE.
- Be able to fully support ABWE's mission, vision, core values, Statement of Faith, and ministry philosophy.
- Be able to follow all guidelines set forth in the ABWE IHQ Staff Handbook.

Physical Demands and Work Environment: The physical demands are minimal and typical of similar jobs in comparable organizations, including extended periods of time sitting at a desk. The work environment is representative and typical of similar jobs in comparable organizations. While performing the duties of this job, the employee is regularly required to sit for extended periods of time, talk or hear; perform fine motor, hand, and finger skills in the use of a keyboard, telephone, or writing. The employee is frequently required to stand, walk, and reach with arms and/or hands. Specific vision abilities include close vision, distance vision, depth perception, and the ability to adjust focus. The employee will spend their time in an office environment with a moderate to high noise level. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.