

Job Title: Operations Administrator
Department: Live Global
Location: International Headquarters, New Cumberland, PA
Job Type: Full-Time/Hourly/Non-Exempt

Supervisor: Lead Executive Director | Live Global

Supervisory Responsibility: None

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

Job Summary/Primary Role: The *Operations Administrator* plays a key role in providing coordination and management for a growing global team and numerous ministry activities. Using both technology and interpersonal skills, this individual will create, facilitate, and lead solutions by coordinating key individuals and global projects.

Responsibilities include but are not limited to:

- Serves as the first point of contact and provides a bridge for smooth communication between departments, global partners, and missionaries.
- Manages all International Headquarters missionary data for those missionaries assigned to the department. Communicates with other departments regarding changes, etc.
- Manages and mines data to find patterns, solve problems, and unlock opportunities.
- Manages and executes strategic donor cultivation.
- Manages the implementation of the Entrepreneurial Operating System.
- Manages international partnership agreements for the ministry.
- Assists in creating new resources for the team. Crowdsources content creators amongst the team and other known entities.
- Assists in team multiplication by scheduling events for mobilization opportunities, working with applicants and helping onboard new teammates.
- Creates and implements a strong partnership management plan. Plays an active role during on-site visits.
- Assists the Executive Team as requested in planning events including coordinating the agenda for meetings, reserving conference rooms, meals, and IT needs.
- Relays important information to the Executive Team for input or change as needed.
- Attends various team leadership meetings. Acts as a representative for department or Executive Team as needed.
- Completes a variety of administrative and project management tasks as directed. Follows up with key stakeholders to completion.
- 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: Bachelor's Degree in Business or related field.

Minimum Prior Experience Required: Previous business or office management experience or experience in a related field/capacity. Previous cross-cultural experience preferred.

Necessary Attributes:

- Joy-filled faith rooted in Jesus Christ and a heart to serve.
- Proficient in digital tools, platforms, database and design.
- Able to maintain information and documents that are highly confidential in nature.
- Takes initiative; self-disciplined.
- Strong relational skills.
- Flexible team-player.
- Energetic and deadline oriented, with the ability to multi-task.
- Effective communication skills.
- Excellent follow-through and accountability with projects.

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.