

## Ministry Assignment

### Executive Administrative Assistant

**Synopsis:** The person in this role is responsible for facilitating the ministry of the Executive Director as he seeks to maximize his efficiency and effectiveness in leading the global ministries of Encompass World Partners. The Executive Administrative assistant should view their role as both employment and ministry.

**Reports to:** Executive Director

**Works closely with:** Executive Level Leadership, Board of Directors, other key administrative staff

**Location:** Located in physical proximity to the Executive Director | This location may change within several years.

**Job Type:** Full Time, Exempt Employee.

**Responsibilities:** The person in this role is responsible for:

1. Coordinating the Executive Director's calendar of events and meetings;
2. Facilitating communication that is prompt and gracious in tone between the Executive Director and other internal and external parties; Communication should be clear and concise.
3. Maintaining up-to-date and accurate information in various record-keeping systems; tracking data and generating reports related to various activities; competent in organizing electronic materials.
4. Making travel arrangements for the Executive Director and others per his request;
5. Supporting the administrative needs of the Board of Directors, including event planning, assembling of reports, and accurate record-keeping;
6. Help administer development activities, Great Commission Partners, and other tasks assigned by the Executive Director;
7. Track and maintain iMAP, tMAP, and MOU files;
8. Collaborating with other staff to assure the success of all shared organizational goals;
9. Actively participating in creating a culture of collaboration, accountability, mutual support, and commitment to living by scriptural principles and the values of Encompass World Partners.
10. Willingness to assist in unexpected and sometimes urgent situations (this would be a rare occurrence).

**Qualifications:** To perform this job successfully, an individual must have the following knowledge, competencies, and experience:

1. Strong written and verbal communication skills;
2. Demonstrate ability to maintain confidential information;
3. High attention to detail and accuracy; consistency in follow-through on assigned tasks; Integrity in hours worked, time off, and financial matters;
4. An ability to interact professionally with high-level leaders of various organizations; including a strong working knowledge of the Charis Fellowship and its leaders, Encompass staff, both US based and deployed internationally as well as Charis Alliance leaders and partners.
5. An ability to organize and execute many different and competing details and projects, creating and effectively using systems to assure timely follow-up;
6. Strong proficiency in Microsoft Outlook, Word, Excel, and PowerPoint and basic graphic design elements. Working knowledge of Raiser's Edge (will require training) as well as experience with other software and database systems as needed;

7. Demonstrated ability to function as part of a team, prioritizing shared goals over individual agendas and ambitions. Look for and be willing to share or suggest improvements to current systems or patterns.

## Mutual Expectations

The leaders and staff of Encompass World Partners agree to these standards of conduct and accountability:

1. **Integrity.** We commit to serve Christ, the Encompass team, our sending churches, and the people to whom we minister in a manner consistent with the vision, values, goals, and high levels of integrity that characterize Encompass.
2. **Doctrine.** We agree with the doctrinal statements in Sections 1 and 2 of the Charis Commitment to Common Identity. To the extent that ministry with Encompass requires teaching or discipleship, we commit to do so in a manner consistent with the Charis Commitments summarized in the CCCI Section 3. We will also respect the convictions of the churches where we serve, should such churches exist.
3. **Behavioral Expectations.** We agree to operate within the organizational principles, policies, and procedures of Encompass, as such may change from time to time. We agree to abide by the Behavioral Expectations as outlined in the Employee Handbook.
4. **Accountability Structures:** We agree to submit to the accountability and leadership structures of Encompass, recognizing that our leadership is committed to transparent communication, and to apply its policies and procedures in a fair and biblical manner. We will use appropriate channels to make suggestions and to follow biblical principles in resolving disagreements.
5. **Continual Improvement.** We commit to forming part of a learning community, striving continually toward growth and greater fruitfulness.
6. **At-Will Employment.** This Ministry Assignment is to clarify understandings between Encompass and the employee. It is not intended to be a legally enforceable contract. Therefore, employment can be terminated by the decision of either a staff member or the leadership of Encompass, subject to the applicable policies and procedures in force at the time of separation. We recognize that as a religious organization, Encompass is not included in state or federal unemployment insurance plans.
7. **Risk.** We accept that international travel and ministry involve significant risks, which we will seek to manage through appropriate policies and practices. We commit to follow organizational policies and procedures designed to mitigate risks, and to release the Board of Directors and leadership from any and all liability which arises from assuming those risks.
8. **Fiscal Responsibility.** We commit to being effective stewards of the financial resources God entrusts to us, which include the creation of appropriate budgets and support levels. Staff required to raise support assumes the responsibility to develop and maintain gift income sufficient to meet their ministry budgets.
9. **Covenant of Spiritual Unity.** We subscribe to the following covenant:  
*We affirm the indispensable nature of unity for the accomplishment of our mission. We embrace the reality that unity reflects the nature of the Triune God and is essential to the Body of Christ on earth. We understand that through our unity God is revealing truth about Himself to the world (John 17:20-23). Before God I solemnly commit to pursue biblical unity in my personal and ministry relationships.*

I commit to live by this covenant of spiritual unity, and these standards of conduct and accountability:

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Signature

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Date