



## **Global Scholars Stewardship Administrative Assistant**

### Position Description

Supervised by: Annual Giving Director  
Status: Part Time, Non-exempt, 32 hours/week  
Location: Olathe, Kansas

### **POSITION SUMMARY**

To advance the purpose of Global Scholars, the Stewardship Administrative Assistant will serve the Annual Giving Director (AGD) in administration and communication to best help the AGD accomplish annual giving objectives.

### **JOB DUTIES AND RESPONSIBILITIES**

- Provide office support for the AGD in a professional manner including making travel arrangements, preparing expense reports, and maintaining electronic and paper files and office documents for Stewardship department
- Desktop and electronic publishing of documents, newsletters, mailings, etc.
- Prepare reports, proposals and presentations as needed or requested
- Manage and order communications materials
- Manage trade show materials and materials lending process
- Create reports, spreadsheets and graphs as requested
- Update CRM system contact information as necessary
- Work in collaboration with other staff and volunteers as needed
- Execute with excellence other duties as assigned

### **SKILLS AND EDUCATION REQUIREMENTS:**

- 1-3 years of relevant experience
- Bachelor's degree preferred, Associate's degree required
- Highly skilled in computer usage, specifically word processing, presentation and spreadsheet applications in a cloud-based environment
- Experience in Salesforce or other CRM systems a plus
- Experience in Macintosh environment helpful
- Detail oriented, highly organized and efficient
- Strong verbal and written communication skills
- Able to handle sensitive information in a confidential manner
- Able to work well in a support role to the AGD and in a cooperative role with other staff

**CHARACTER, PERSONAL TRAITS AND COMPETENCIES:** Trustworthy, follower of Christ growing in Christlikeness. Embrace the Mission, Vision and Statement of Faith of Global Scholars. Personal service orientation, seeking to serve the AGD by taking full responsibility for

administrative tasks. Committed to do work energetically and with excellence. Detail oriented and able to work well under pressure.

**ACCOUNTABILITY AND EVALUATION:** Performance evaluations are based on the fulfillment of the job description and the ability to annually affirm the Mission, Vision and Statement of Faith.

**ORGANIZATION:** Non-profit 501(c)(3) organization. Member, Evangelical Council for Financial Accountability, World Evangelical Alliance, MissioNexus. [www.global-scholars.org](http://www.global-scholars.org)

**FOR MORE INFORMATION:** Contact Global Scholars [hr@global-scholars.org](mailto:hr@global-scholars.org)