



Take ACTION

Assistant to Director (1)

DEPARTMENT: ADMINISTRATION

PLACE OF SERVICE: MANDALUYONG CITY, METRO MANILA, PHILIPPINES

DATE REVISED: SEPTEMBER 2009

PURPOSE OF THIS POSITION:

A male career missionary called to serve to the glory of God by serving in administration by working as an assistant to the Field Director. Able to delegate or perform the duties and functions of the administrative offices of ACTION Philippines. Committed to the 3 distinctives of ACTION in evangelism, discipleship and development.

LIST OF RESPONSIBILITIES:

1. Assist ACTION Philippines Director in all aspects of his ministry.
2. Prepared to travel and work a variety of hours.
3. Do research, make phone calls, follow-up on contacts.
4. Do daily blog of Director's activities.
5. Keep Philippines missionaries up-to-date on Director's activities.
6. Coordinate and watch carefully Director's duties, daily/weekly/monthly schedule.
7. Assist with Director's correspondence.
8. Assist with Director's correspondence to International Director, Regional Coordinators, and leaders of ACTION.
9. Proof reads and assists in writing reports written by Director.
10. Accompany Director to all meetings and take notes of meetings and do articles and reports as requested from information gathered.
11. Participate in all ministries of the Director.
12. Gather important information on the team such as anniversaries, graduations, travel, furlough plans, conferences both local and international.
13. Work with field Council secretary in scheduling Board meetings and agenda as well as Council meetings and minutes.
14. Keep track of materials that go to ACTION offices via travelers, etc.
15. Advise the director when asked for advice and keep confidential matters confidential.
16. Keep Phil Director and ACTION Phil Office IT technology current (computer, cell phone, PDA, internet, camera, etc.).
17. Trouble-shoot problems in the flow of communication and information between team members, other countries, region and international offices. Immediately alert Phil Director of unresolved or related problems.
18. Alert, advise, admonish, reprove the Phil Director when biblically and before God it is required or prudent.



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BRIEF DESCRIPTION OF MINISTRY:

Qualifications: Mature, godly, knowledge of computer, administration and serving willing to travel and work hard. This position requires good analytical and problem-solving skills and an ability to communicate effectively both verbally and in writing. This person will maintain and organize administrative responsibilities with the Field Director and in coordination with the Business Administrator and Human Resources Administrator.

PREFERRED PRE-FIELD EXPERIENCE:

EDUCATION/TRAINING: Preferably college graduate. Skilled in computer work.

BIBLE TRAINING: Prefer one year Bible college training or missions training.

EXPERIENCE: 1 -2 years computer word processing, emailing and web building experience.

LENGTH OF SERVICE: Prefer 2 year term minimum to career commitment.

OTHER REQUIREMENTS: Completion of a pre-field missionary training course.

Tagalog Level 2 of 4 recommended but not required.

ACTION Philippines 2009-2010 Personnel Needs List
Updated September 2009