



Position Posting: Personnel Administrator (FT)
Location: TEAM IL Office Location; Remote Work Hybrid Possible
Type of Role: Full-time; Hourly/Non-exempt
Date: October 2024

About TEAM: The Evangelical Alliance Mission is a global mission agency that partners with the global church to send disciples that make disciples and establish missional churches to the glory of God. We envision the church transforming our world.

Founded in 1890, TEAM workers serve in a variety of ministry roles including evangelism, church planting, community development, healthcare, education, social justice, missional business, and many other areas of global ministry. TEAM is both an equal opportunity employer and a faith-based religious organization. For this reason, TEAM hires only candidates who wholeheartedly and without reservation agree with and live according to [TEAM's Statement of Faith](#). TEAM staff thoroughly embrace the [purpose, vision, beliefs, and values of TEAM](#).

About the Role:

The *Personnel Administrator* is part of the Personnel Group that serves TEAM's personnel by handling administrative tasks, finding solutions to the needs of TEAM's global workforce, and maintaining TEAM's database with current information. The Personnel Administrator is the first level of contact and the go-to person for many of our global workers. This job requires cross-cultural understanding, sensitivity, compassion, and confidentiality, including a thorough grasp of office functions.

Key Responsibilities include but are not limited to:

- Facilitates communication between the TEAM's global workforce and various administrative functions; including assisting with red zone (sensitive) communication in certain situations
- Maintain the data that relates to the coming and going of our global workers, including reports, ministry transitions, and a plethora of other facts that are captured in TEAM's databases
- Administratively assist throughout home assignment and transitions lifecycles
- As Personnel Director requests, manage specific tasks/projects for the Personnel Group or other staff groups
- Manage various e-mail, phone, postal mailing, and other communication tasks with global workers, office staff, church or public inquirers, etc.
- Process global worker mail received at the office at least once a week
- Process and mail donor relations checks on behalf of the Donor Relations Department at least once a week
- Receive, distribute, and archive prayer/newsletters from global workers
- Serve global workers by facilitating the creation of official TEAM documents for residency or visa application situations, apply for Totalization certificates (social security), and process other document requests as needed
- Initiate user logins, electronic document signatures, and official employee document archival
- Facilitate the organization and maintenance of global worker partnership agreement document information

- Participate in Personnel Groups meetings, TEAM all-staff meetings, as well as other necessary meetings to understand and accomplish administrative tasks
- Run necessary Personnel Group errands as needed
- Be a contributing member of the Personnel Group in a variety of tasks and activities
- Assist as needed in hosting global workers who visit the office by facilitating communication and organizing visit

Qualifications of the Role:

- Spiritually mature with a growing relationship with Jesus Christ
- A team player with a positive attitude, passionate about serving God and others
- Effective verbal and written communication skills; able to adapt communication style to suit different audiences. English proficiency is required
- Have necessary reading skills to proofread and edit written material
- Able to work with sensitive information and learn secure communication methods
- Detail-oriented with attention to accuracy; able to follow and develop process steps
- Be a learner and willing to participate in appropriate training and growth opportunities
- Excellent computer skills and proficiency with technology, ability to troubleshoot technical difficulties as they arise; experience working with spreadsheets, word processing, and office software including Adobe and Microsoft products
- Experience with CRM tools (Salesforce) and database entry is a plus
- Dependable, confident, professional, and mature; great interpersonal skills; empathetic
- Highly flexible with the ability to participate in both collaborative and independent work
- Experience in the customer relations field preferred
- Excellent time management skills; able to handle daily routine tasks
- Familiarity with and commitment to missions and mission activities
- Two years of post-high school training or related work experience preferred

Disclaimer: The information in this document indicates the general nature and level of work to be performed. It is not designed to contain or be interpreted as totally comprehensive of every job duty, responsibility, or qualification required by an employee assigned to this position. An employee may be required to perform other assignments not listed here.

Employment applications are available online at <https://the-evangelical-alliance-mission.apscareerportal.com/>

