



Position Posting: Global Ministries Administrative Assistant
Location: Approved Remote Location
Type of Role: Full-time OR Part-time; Hourly/non-exempt
Date: December 2025

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 *Global Ministries Administrative Assistant* plays a vital role in the worldwide ministry of TEAM. This job requires cross-cultural understanding, sensitivity, compassion, and confidentiality, as well as a thorough understanding of the organization TEAM and the different functions of each office. In addition, the *Global Ministries Administrative Assistant* manages a variety of tasks such as communications, scheduling, and TEAM conference arrangements on behalf of the Senior Directors for Global Ministry. In the role of Administrative Assistant, a ministry of investing and caring for our missionaries will develop.

Key Responsibilities include but are not limited to:

Communications:

- € Assist with directing general inquiries and communication to the appropriate individuals
- € Coordinate communications with staff, TEAM leadership, and Ministry Area Leaders
- € Respond to inquiries and write email/ letters on behalf of Global Ministries Leadership
- € Assist with team communications within the Global Ministries Leadership
- € Manage a large variety of e-mail and other communication on a daily basis
- € Prepare documents and reports as requested by Global Ministries Leadership

Scheduling/planning:

- € Schedule/screen appointments for Global Ministries Leadership
- € Assist Global Ministries Leadership by scheduling and planning work to meet project deadlines and to be prepared for meetings

Projects:

- € Carry out special projects as assigned by Global Ministries Leadership including research, event management, and/or implementation of special projects
- € Coordinate the logistical planning and organization of large group events as needed

- € Manage specific tasks/projects as requested by Global Ministries Leadership such as mailings, surveys, scheduling, or basic research
- € Handle special projects assigned by Global Ministries Leadership such as organizing conference calls, and administering regional conferences or leaders consultations

Administrative / Secretarial:

- € Provide administrative and secretarial support to Global Ministries Leadership for reports, correspondence, articles, etc. Edit, format, and proof reports and correspondences
- € Set up and maintain an efficient filing and retrieval system
- € Record, edit, and distribute meeting notes
- € Make travel arrangements (air/accommodation/ground transportation) for events
- € Work independently and/or on a team in special events. For example, overseeing reservations, housing, and meals for periodic gatherings
- € Participate in scheduled prayer times

Qualifications of the Role:

- € Spiritually mature with a growing relationship with Jesus Christ and passion for reaching the world with the gospel
- € Minimum of two years of prior administrative experience
- € Bachelor's degree in a related field preferred
- € A self-starter who has a track record of successful planning, execution, and follow-through to accomplish agreed upon objectives
- € Detail-oriented and accurate, yet outgoing, personable, and eager to serve others
- € Demonstrate an attitude of love, compassion, and respect to the employees, missionaries, and partner organizations that we serve
- € Excellent communication skills (both written and verbal); able to manage communication with teams spread across global time zones
- € High level of office technology competence; quick to embrace technology; proficient in Google Suite, video conference set-up, various office software tools; experience with CRM database preferred
- € Able to maintain confidentiality and be professional in communication
- € Team oriented, teachable, highly organized
- € Above-average typing, phone skills, and coordination of fast-paced communication while maintaining the accuracy of details
- € Experience in global missionary service with TEAM or similar agency preferred
- € Experience with CRM systems such as Salesforce 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/>

Inquiries may be made to:

TEAM - The Evangelical Alliance Mission | P.O. Box 969, Wheaton, IL 60187-0969
Human Resources | Human.Resources@TEAM.org

