

Executive Assistant

Location: Draganesti-Olt, Romania

Ministry Description

At Hope Church Romania, we are passionate about reaching people in the local, regional and international communities for Jesus. We want to fulfill the spiritual and physical needs of the people according to the teaching and practice of Jesus Christ in Matthew 9:35-38. We accomplish this through several projects and are growing rapidly as a ministry!

We are looking for an outstanding candidate to help in our administrative office, serving our Director and managing daily tasks. This person will help accomplish excellence in communication, planning and execution of ministry goals on a short and long term basis. In addition to managing our home office, they will assist in defining the strategy of various initiatives across Romania and the Balkans region, as well as venturing into other European countries.

What you will do

- Schedule appointments, make travel arrangements, and help manage short-term groups in correlation with the Executive Director
- Correspond via phone and e-mail for potential partnership opportunities as well as short and long-term missionary recruiting
- Answer phone calls and manage delegation of ministry tasks
- Create, design, print and distribute print media for advertisement and networking
- Act as a professional consultant, being able to structure and develop data-driven, insightful, and compelling recommendations on various issues across the organization
- Work with ministry teams across the organization to determine and provide guidance on key areas
- Help define and develop global and strategic partnerships through social media and personal networking
- Give input and support on strategic building and partnership decisions
- Drive execution of recommendations throughout our fast-paced and dynamic environment

Who you are

- Has a passion for and deep understanding of administration, relationship building, and ministry in our areas of interest
- Bilingual in Romanian preferred, but not required
- Strong experience defining business priorities and strategies, and advocating for them
- Ability to learn new concepts, technologies, and strategies quickly, and to produce quality work in short time-frames
- Excellent problem solving and analytical skills, with an exceptional ability to multi-task and prioritize
- Proficiency in Microsoft Word, Excel, Powerpoint, and Google Docs
- Ability to build effective relationships cross-culturally
- Thrive in a constantly changing but always exciting environment! Flexibility is key!