**Administrative Assistant - MPD**

Advancement

Position Description

Supervised by: Ministry Partnership Development leader

Status: Non-Exempt

Location: National

**To advance the purpose of InterVarsity, this position will** provide administrative support to the Ministry Partnership Development (MPD) supervisor in carrying out Ministry Partnership Development Leadership Team (MPDLT) and team functions, through serving as a liaison with audiences inside InterVarsity and exercising discretion in the oversight and implementation of team objectives.

**MAJOR RESPONSIBILITIES**

**Personal:**

* Be a maturing disciple of Jesus Christ: growing in love for God, God’s Word, God’s people of every ethnicity and culture, and God’s purposes in the world
* Be committed to and live consistently with InterVarsity’s Frame of Reference and Code of Conduct

**Provide administrative assistance to supervisor and team:**

* Oversee administrative aspects of the Strategic Plan and as they relate to the MPDLT and the team
* Serve as an administrative liaison between multiple internal departments and external constituents on behalf of supervisor including the senior leaders, staff directors, staff, donors, students, and faculty
* Proactively create systems that manage tasks, project priorities, and deadlines, while monitoring processes and resolving problems
* Draft, write, edit, and review a variety of types of materials such as: newsletters, emails, training curriculum, handouts, and reports
* Design, organize, maintain, and archive a variety of paper and electronic files including confidential files, mailing lists, meeting minutes, and contacts, database, and other data as assigned
* Coordinate complex daily, weekly, and annual meeting schedules
* Exercise independent judgment in planning, coordinating and managing logistics, budgets, minutes, hospitality for onsite and offsite meetings, programs, or conferences.
* Coordinate meeting logistics and contracting with vendors for travel, housing, meals and special equipment needs, etc.
* Follow guidelines for prioritizing, organizing, and screening of incoming communications
* Complete, verify and process expense reports, time cards and corporate credit card reports
* Provide general office services and assist with other duties and tasks as assigned

**QUALIFICATIONS**

* Annually affirm InterVarsity’s Statement of Faith as a maturing disciple of Jesus Christ
* Bachelor’s degree or equivalent education/experience
* At least (3) three years previous administrative experience
* Demonstrated commitment to dependability
* Willingness to adhere and comply with InterVarsity staff code of conduct
* Willingness to raise a mutually agreed upon amount of personal support
* Ability to lift up to 35 pounds
* Prior or current experience with InterVarsity as a staff member or student preferred
* Experience working in the area of fund development, campaigns, development preferred
* Experience working with events, event management, logistics, hospitality industry preferred
* Working knowledge of Microsoft applications, including Word, Excel, PowerPoint, Teams and Outlook
* Strong written and oral communication skills
* Strong writing, proofreading and editing skills
* Ability to work independently, multitask, and work in a fast-paced environment under the pressure of deadlines
* Ability to organize events, workflow, and the details involved
* Ability to take initiative regularly and work with minimal amount of direct supervision
* Ability to treat people courteously and diplomatically
* Ability to handle sensitive information in a confidential manner
* Demonstrated ability and commitment to work in a diverse team environment
* Flexible schedule and the availability to travel for occasional business to local and out-of-town management meetings
* Open to learning new concepts, skills, and methods

**InterVarsity Christian Fellowship/USA**

**Frame of Reference**

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God’s love, grace and truth:

The purpose of InterVarsity Christian Fellowship/USA is

to establish and advance at colleges and universities

witnessing communities of students and faculty

who follow Jesus as Savior and Lord:

growing in love for God,

God’s Word,

God’s people of every ethnicity and culture

and God’s purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God’s people. Within the context of InterVarsity’s purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

**Values:**

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

**Maturing Disciple of Jesus Christ:**

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: “The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control.” In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

**Team Work:**

Each individual staff person is a vital member of Christ’s body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. “Whatever your task, work heartily, as serving the Lord.” (Colossians 3:23a)