**Multiethnic Initiatives Administrative Assistant II**

Strategy & Innovation Department

Position Description

Supervised by: MEM Resource Director

Status: Part Time (10 hours / week)

Location: National (non-NSC)

**To advance the purpose of InterVarsity, this position will** provide essential support for a National Director. It

is critical ministry that advances our vision to see students and faculty transformed, campuses renewed, and world changers developed.

**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.

**Provide administrative support for national director:**

* Managing a supervisor’s schedule and calendar as requested
* Scheduling meetings and appointments
* Process registrations including details for housing, travel and other logistics/special needs
* Prepare and provide reports as requested
* Researching for reports, presentations, projects, events, and meetings as requested
* Book travel as requested
* Other duties as assigned.
* Process expense reports and initiate financial transfers

**Communicate information to InterVarsity staff and other contacts:**

* Collecting and distributing information needed by a supervisor, campus staff, and or InterVarsity staff on other teams.
* Contact vendors with details for travel, housing, meals, etc.
* Assist your supervisor in her/his communication with their ministry partners by creating, printing, stuffing and mailing newsletters

**QUALIFICATIONS**

* Annually affirm InterVarsity’s Statement of Faith
* Bachelor’s degree or equivalent experience is required
* Effective oral and written communication skills
* Ability to maintain accurate records and files
* Ability to take charge of tasks and work independently without close supervision
* Ability to develop procedures for doing work
* Ability to work under the pressure of deadlines
* Open to learn new concepts, methods, and skills
* A working knowledge of current Microsoft Software applications (Outlook, Word, Excel, Access and PowerPoint) is preferred.
* Demonstrated ability and commitment to work in a diverse team environment.

**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)