**Administrative Specialist**

**Reports To:** Co-Executive Directors

**Secondary Report:** Director of Operations

Global Fellowship is a Christian Organization propagating the gospel of Jesus Christ by raising disciples and planting churches in the least reached regions where people have no access to the Gospel. We are looking for a detail-oriented Administrative Specialist with the ability to multitask at a fast pace to join our team and help us deliver on this mission. If you are a go-getter capable of working with people of different cultures, GF is a perfect place for you.

**What you’ll be doing:**

The Administrative Specialist will manage and coordinate the details of Global Fellowship Headquarters under the direction of the Co-Executive Directors and Director of Operations. This individual will take on various roles and work closely with the Finance, IT Coordinator, Hospitality and Event Planner, Director of Mobilization, Regional Directors, Regional Assistants, and Donor Care Coordinator to ensure effective day-to-day operations. The Administrative Specialist's responsibilities include:

* Compose and edit correspondence, preparing required reports of department activities, and craft other written communication on behalf of various departments.
* Ensure that the administrative functions of the GF home office are well managed and executed.
* Work closely with the Mobilization department to ensure new staff and missionaries receive all necessary information.
* Manage the senior executives' calendars, including the Co-executive Directors and Director of Operations, and assisting them with administrative duties.
* Oversee and manage office needs, supplies, and equipment in Auburn, CA.
* Provide administrative support for staff and managing the Global Fellowship Calendar.
* Handle the organization's and the Co-Executive's incoming and outgoing mails as needed.
* Collaborate with the Co-executive Directors to produce monthly newsletters to Missionaries and Donors.
* Raise personal support

**What we’re looking for from you:**

As an Administrative Specialist, you should be comfortable multitasking and handling multiple requests from different individuals and departments. The individual is detail-oriented and possesses the ability to work quickly in a potentially highly-demanding environment. Excellent writing skills and the ability to draft emails and other written communication speedily and efficiently are essential.

**A little about your background**

* Strong written and oral communication skills.
* Proven track record of handling multi-task at a fast-paced.
* Associate's degree/certification in office administration or a related field.
* Working knowledge of Google Workspace, Microsoft Office suite, Docusign, and Adobe Acrobat
* Ability to handle large volumes of communication and information effectively and efficiently.

**A little about you**

* Able to work from 9-5, Monday-Friday.
* Strong and capable of creating a friendly atmosphere.
* Relationship-building skills with experience in working with people of diverse cultures.
* Flexible schedule and ability to adapt and respond quickly in an ever-changing environment.
* Detail-oriented and always willing to receive direction from senior executives and other individuals.

**Benefits**

* Family-friendly work environment.
* Free training and professional development programs.

**Salary**

Self-funded

For more information, contact Jeremy Beaumont at: jeremy@globalfellowship.org or 530.863.9082