

Administrative Assistant Role Summary: Cyprus

Assist the International Director for TWR-Europe and European Ministry Departments in the areas of administration, reporting and project management.

Core Competencies:

- ✓ Commitment to Jesus Christ evidenced by a personal relationship
- ✓ Excitement about being involved in full-time missions and willingness to develop a team of prayer and financial partners
- ✓ Flexibility and willingness to adapt to change
- ✓ Cultural sensitivity within international teams
- ✓ Ability to independently manage several projects simultaneously and meet deadlines
- ✓ Handle sensitive information with confidentiality

Responsibilities:

- ✓ Liaise with national partners in the region to answer their administrative requests
- ✓ Oversee contracts, reports and agreements with National Partners
- ✓ Provide information for TWR's internal prayer documents based on information from national partners
- ✓ Conduct audience research and compile results to aid in ministry planning
- ✓ Collect and process ministry stories/information for proposal writing and encouragement for supporters of TWR's ministry in Europe
- ✓ Update and edit projects in TWR's ministry project database
- ✓ Support organizational seminars and training

Desirable Qualifications:

- ✓ Bachelor's Degree in liberal arts, project management or business
- ✓ Equivalent relevant experience