



TWR Women of Hope Administrative Assistant:

Support TWR's regional Women of Hope (WOH) coordinator in various administrative responsibilities such as reporting, research, and communication, as well as project-related organizational tasks.

Various possible locations within the TWR Europe and CAMENA (Central Asia, Middle East, North Africa) region. Part-time; can be volunteer or missionary supported.

Core Competencies:

- ✓ A commitment to Jesus Christ as evidenced by a personal relationship
- ✓ An excitement about being involved in full-time missions and willingness to develop a team of prayer and financial partners
- ✓ A passion to bring hope in Jesus to women around the world
- ✓ Cultural sensitivity within international teams
- ✓ An ability to independently manage several projects simultaneously and meet deadlines
- ✓ Flexibility and a willingness to adapt to change

Responsibilities:

- ✓ Work on specific, current WOH projects in a supportive capacity
- ✓ Assist WOH team in general responsibilities and various administrative tasks
- ✓ Read, security-check, correct and distribute regional WOH reports
- ✓ Write newsletters, ministry reports, articles, or other internal and external communications as needed

Desirable Qualifications:

- ✓ Excellent knowledge of written and oral English (C2-level or native speaker)
- ✓ Proficient with Microsoft Office
- ✓ Knowledge of at least one other European language
- ✓ Ability to work on various software and online platforms; openness to learn the use of new programs and applications, if needed