

Ministry Assistant Central Eastern European Ministry Role Summary: Bratislava, Slovakia

Assist the Ministry Director to develop and coordinate the Central East European Ministries of TWR Europe, so that an effective outreach to the people of that area is established and maintained. The scope includes an active role in fund development for the region.

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
- ✓ Strong people and communication skills
- ✓ A servant's heart as a member in a cross-cultural team
- ✓ Flexibility and willingness to adapt to change
- ✓ Ability to work independently, manage priorities for optimal use of resources and maintain confidentiality
- ✓ A passion to reach the people of Central Eastern Europe with the hope of the Gospel

Responsibilities:

- ✓ Assist the Int'l Director and national partners in developing a three-year plan and partnership agreements
- ✓ Give input towards a fund development strategy to support national partners in their growth and financial self-sufficiency
- ✓ Explore ministry opportunities and needs of national partners; respond to those needs with training, knowledge and resources within the region
- ✓ Collaborate with partners to provide ministry information used for donor materials and project reports
- ✓ Help with organizing staff meetings, donor vision trips and seminars/training events for regional staff and partners
- ✓ Participate in activities concerning the board of national partner organizations

Desirable Qualifications:

- ✓ Training and/or extended experience in missions and at least one area such as theology, business administration, cross-cultural communication, media, journalism, linguistics, leadership, management
- ✓ Proficiency in oral and written English, with another central/eastern European language
- ✓ Lived in/studied the region
- ✓ Willingness to travel