

Ministry Assistant TWR Europe Role Summary: Cyprus

Assist TWR's International Director for Europe and European ministry departments in the areas of strategy development, working with national partners and in the general duties related to on-going needs and development of ministries in this region. Specifically assist in tasks related to TWR's refugee ministry in Europe.

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
- ✓ Ability to maintain confidentiality

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
- ✓ Research and report on the refugee situation in Europe and represent TWR's refugee ministry at conferences and churches

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 European language
- ✓ Willingness to travel