



World Outreach Executive Assistant

Job Title: World Outreach Executive Assistant

Summary: The World Outreach Executive Assistant is a full-time position and is a member of the WO Office team. The WO Executive Assistant is responsible for vital activities of WO that support the mission and vision of the EPC, assisting the WO Executive Director in all aspects of their work giving special attention to support administrative and operational needs.

Reports to: Executive Director of World Outreach

Responsibilities: Include (but are not limited to) the following:

A. Administrative Support to Executive Director

- Provide administrative support to the WO Executive Director including scheduling, correspondence, and travel arrangements.
- Execute organizational processes, including but not limited to inbound/outbound mail, order fulfillment, supply management, ministry partner liaison, database maintenance, submitting expenses and expense reports.
- Create and maintain documents and official records in electronic and paper formats.
- Offer operational aid for the EPC annual national meeting (General Assembly) and Global Worker Family Gathering.

B. Coordinate Church, Donor, and Field Relationships

- Participate in coordination and scheduling of calls under the direction of the Executive Director with church leaders, mission leaders, as well as World Outreach US and Global workers. Compile notes as needed from those.
- Coordinate touch points in relationships with key WO constituents, including but not limited to churches, mission partners, committees, and ministry partners, including but not limited to thanking donors and volunteers, scheduling calls, recording activities, survey and data collection, compiling reports, and providing operational support for meetings and events.

C. General Office

- Oversee existing processes as well as the ability to help determine future processes that will improve and maintain overall departmental efficiencies.

D. World Outreach Committee

- Act as primary office liaison for WO Committee, including preparing agendas, ensuring all necessary documents are available, recording minutes, and communicating with committee members.

E. Event Planning

- Arrange and execute organizational and logistical processes and plans for WO Committee meetings and events such as US Staff Summit, General Assembly World Outreach Meetings, Family Gathering, and any other in-person WO events that arise.

Desired gifts and qualifications:

- Strong administrative and project management skills, with attention to detail and proactive follow-up. Independent judgment is required to plan, prioritize, and manage workload.
- Ability to become proficient in the use of Salesforce, Microsoft Products, Asana, and Google Suite as they relate to the needs of World Outreach.
- Tech savvy and able to quickly learn new technology platforms.
- Excellent interpersonal skills and communication, including written and oral English language skills.
- Growth and service oriented, with a heart for God and others.
- High level of personal and professional integrity and confidentiality.
- Possess a strong work ethic in fulfilling responsibilities, an orientation toward innovation and a value for collaborative and prayerful leadership culture.
- Demonstrates evangelical and missional commitment, aligning with and affirming mission and purpose of EPC World Outreach.
- Commitment to the local church; values the EPC Presbyterian/ Reformed heritage and system of governance even if not experienced in it.
- Three to five or more years of applicable experience strongly preferred; experience in a ministry setting and cross culturally is desirable.
- Possible availability to travel to week-long annual national meetings (General Assembly), and other potential events.
- Some event planning and project management experience preferred.



Minimum Qualifications

- Bachelor's degree required.
- Must have a deep, abiding relationship with Jesus Christ, a demonstrated spiritual maturity, service-oriented heart for others, and a commitment to a faithful Christian lifestyle.
- Must be at least 18 years of age.
- Must pass a criminal background check.

Mission and Vision of the Evangelical Presbyterian Church:

Mission: The EPC exists to carry out the Great Commission of Jesus as a denomination of Presbyterian, Reformed, Evangelical, and Missional congregations.

Vision: To the glory of God, the EPC family aspires to embody and proclaim Jesus' love as a global movement of congregations engaged together in God's mission through transformation, multiplication, and effective biblical leadership.