

Job Title	Admin Assistant to AP Area Director		
Employee's Name		Date Prepared	July 2024
Organization	YFC International	Department	Area Office: Asia Pacific Global Engagement
Supervisors Names & Titles	Peter Halder AP Area Director	Location of Service	Remote *The Area Office is located in South Asia whose time zone is +6 GMT. While this role does not require full business day coverage in the Area office time zone, there will be an expectation that some work and zoom calls will need to occur according to this time zone. Depending on your location, please take this into account.
	Brad Burnfield Director of GE		
To be completed by HR:	Full-time, 30 hours per week	Additional Notes:	100% Support Raising
FLSA Status	Non-Exempt		Missionary
POSITION PURPOSE	<p>Youth for Christ is a missionary movement entrusted with a global vision and committed to a mission of youth evangelism, discipleship, social involvement and leadership development. All YFC International Ministries (YFCI) staff come under the authority of the YFCI Employee Handbook.</p> <p>The role of this position is to assist the Asia Pacific Area Director with various administrative tasks to ensure efficiency and thoroughness in their responsibilities to the AP regions and nations.</p>		
ESTIMATED PERCENTAGE OF TIME	ESSENTIAL DUTIES		
5%	<p>Spiritual Responsibilities: The overriding religious purpose and mission of Youth for Christ is to communicate the Gospel of Jesus Christ to young people and their families. YFCI staff endeavor to make, educate, and encourage life-long disciples of the Lord Jesus Christ. Employees of YFCI commit to the YFCI statement of faith.</p> <p>The following responsibilities of a spiritual nature will apply to your position within our organization:</p> <ol style="list-style-type: none"> 1. Seek God's guidance and wisdom, through prayer and meditation. 2. Participate in and occasionally lead regular times of prayer and worship. 3. Participate in and occasionally lead times of study from the Holy Bible. 		
10%	<p>Partner Development. Staff are responsible to fundraise for the ministry of YFCI. This includes meeting and connecting with donors to YFCI.</p>		
85%	<p>Provide Administrative Assistance to the Area Director to include:</p> <ul style="list-style-type: none"> • On behalf of the AD office, on a regular basis communicate with all RDs and NDs to communicate YFCI policies, standards, plans and requests to the national programs and ensure compliance on all unifying essential matters. 		

	<ul style="list-style-type: none"> • Take notes/minutes of ALT meetings and send them to ALT members (if necessary to all NDs) • Write quarterly Reports and Newsletters for AP and distribute among key stakeholders (YFC nations, financial and prayer partners, as well as good-wishers) • Help NDs to complete Chartered documents (if needed) • Attend ALT meetings (if possible once a year offline meetings) • Organize major meetings for AD on and offline. • Arrange and coordinate Zoom meetings for ALT • Write Templates for AP and its national programs
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EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB

JOB SPECIFICATIONS

KNOWLEDGE/SKILLS AND EXPERIENCE	
EDUCATION	Bachelor's Degree is recommended.
EXPERIENCE	Experience and knowledge of Google suite, Zoom, and other technologies to ensure efficiencies
ON THE JOB TRAINING	Yes
EQUIPMENT UTILIZED	Computer, phone
TRAVEL REQUIREMENTS	Some international travel required 1-2 per year
MANAGE BUDGET YES / NO	Personal fundraising budget
SUPERVISORY RESPONSIBILITY # OF INDIVIDUALS	As assigned.
COMPETENCIES	<p>To perform this job successfully, an individual should demonstrate the following competencies:</p> <ul style="list-style-type: none"> • Customer Service • Oral and Written Communication: Responds well to questions and writes clearly and informatively • Quality Management: Demonstrates accuracy and thoroughness • Organizational Support: Follows policies and procedures and completes administrative tasks correctly and on time • Planning and Organizing: Prioritizes and plans work activities • Professionalism

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

Acknowledgement

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Signature

Date:

Supervisor Signature

Date: