

Micah Global Job Description

Role	Executive Assistant
Region	Secretariat
Location	Global / Remote
Reporting To	International Director
Duration	Open ended, 3-month probation period
Contract	Flexible: ideally 100% but open to discuss between 50-100%

About Micah Global

Micah exists to motivate and equip a global community of Christians to become agents of change in their communities.

Micah Vision: Communities living life in all its fullness, free from poverty, injustice and conflict

Micah forms a **thriving and effective global network, united together for integral mission**. The network provides a platform for shared learning, cooperate reflection and action, demonstration of integral mission and facilitation of an information hub.

Micah enables a **clear prophetic voice and action for transforming mission, united to address poverty, injustice and conflict**. This movement seeks to inspire, equip and mobilise members and the wider Christian world to be agents of change proclaiming and demonstrating God’s Kingdom.

Micah’s Mission: Rooted in the Gospel, we become agents of change together with communities by:

- Inspiring, equipping and enabling one another to respond effectively in word and deed
- Uniting, mobilising and standing together to address poverty, injustice and conflict with a clear prophetic voice

Micah is currently has just over 800 members from 96 countries. National Micah expressions exist in 48 countries.

The International Director currently is located in the United Kingdom, where Micah Global is a registered as a not for profit charity.

Details of Role

1. Overall Purpose

The Executive Assistant’s role would be to support the work of International Director and the functions required of the Global Secretariat. This will include administrative, communication and member support activities.

2. Main Responsibilities

Secretariat Administration

The general administration of a Micah Global includes:

- Maintain and improve network database, updating contact details and organisational information.
- Management and follow up of membership contributions and benefits, including annual invoicing and receipting of income.
- Process and manage new membership applications, maintaining data and reporting on membership status.
- Respond to membership communication enquiries, feedback and information requests.
- Maintaining and improving the web site and CRM member and contact database, member section information and log in requirements.
- Creating links and networking opportunities for members
- Working with members in the management and coordination of the various Micah activities and events facilitated globally.

Communications

Working with the Communications Manager to:

- Maintain updated information on the web site (news, events, resources)
- Collate member information (events, resources, activities) to form monthly newsletter and prayer focus

Network Event Support

- Administration of event registration, enquiries, logistics preparation and web site information. This includes supporting members in developing their event management skills.
- Support the International Director in the planning and management of national, regional and global meetings (conversations, consultations, workshops)
- Identify and maintain good working relationship with event hosts and event centre
- Maintain a clear event management outline which includes registration, accommodations, meals, refreshments and events resources
- Oversee translations and interpretation required for the event
- Coordinate with speakers, worship teams, participants, national coordinators and members to ensure all are clear and prepared for their roles
- Manage the event registration, logistics and on-site oversight
- Working with the Communications Manager to ensure the event is clearly communicated and promoted on the website, social media and other identified platforms

International Director (ID) Assistance

Working closely with the ID to follow up on:

- Maintaining travel diary for Micah: Staff, Board, Regional Coordination Groups, Panel of Reference and Strategic Partners

- Secretariat office management, includes maintaining on line filing
- Micah Board meeting preparation and logistics oversight
- General administration support.

3. Person Specification

This role requires a person who is inspired about the Micah Global vision and mission and would creatively seek ways to enable activities to run effectively through facilitation and support.

Qualifications / Experience:	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Evidence of further study or experience in relevant field of expertise. • At least 2 years of experience as a Executive Assistant. Employees in this role may have completed a relevant administrative qualification. 	<ul style="list-style-type: none"> • Qualifications in International relief, development and or justice • Theological certificate, diploma, and or degree
Work Experiences	<ul style="list-style-type: none"> • Solid administrative experience • Communication (particularly written communication and responding to online queries) • Cross cultural experiences 	<ul style="list-style-type: none"> • Creative writing • Cross culturally mission, ministry and or aid experience
Languages	<ul style="list-style-type: none"> • English fluency 	<ul style="list-style-type: none"> • French and or Spanish
IT	<ul style="list-style-type: none"> • Strong skills in Microsoft office • Comfortable with IT basic problem solving 	<ul style="list-style-type: none"> • Web site management • Web based mailing processes

Skills and Attributes	Essential	Desirable
Motivation	<ul style="list-style-type: none"> • Self-starter, takes initiative • Passionate about Integral mission • Strong interpersonal, communication and negotiation skills. 	<ul style="list-style-type: none"> • Innovative and creative
Adaptability	<ul style="list-style-type: none"> • A proactive and flexible approach to work • Ability to work autonomously, employ initiative to find solutions, prioritise and exercise discretion • Able to work to deadlines • Accessible and approachable 	<ul style="list-style-type: none"> • Perceive and support others where possible to meet their potential
Technical expertise	<ul style="list-style-type: none"> • Excellent organisational and administration skills • Organised and structured • Excellent communication skills 	<ul style="list-style-type: none"> • Able to edit and correct written material
Management	<ul style="list-style-type: none"> • Ability to liaise at an executive level, work under pressure and multi-task 	<ul style="list-style-type: none"> • Previous event management expertise



What does the Lord require of you? To act justly,
to love mercy and to walk humbly with God.
Micah 6:8

Skills and Attributes	Essential	Desirable
	<ul style="list-style-type: none"> • Servant hearted approach and mentoring skills 	
Integral Discipleship	<ul style="list-style-type: none"> • Expressed and demonstrable commitment to following Christ. 	<ul style="list-style-type: none"> • Engagement in local church initiatives in their community

4. Contract Details

Contract: This position is flexible, and ideally between 50-100% is possible.

Length: open ended, with a 2-week notice period for termination by both employer / employee

Holidays: 20 working days (Full Time), plus bank / public holidays

Salary: as per contract