

Executive Operations Coordinator

Location: Onsite or Remote

Type: Part Time or Full Time will be considered

Supervisor: Executive Director

Summary: The Executive Operations Coordinator serves as the first point of contact for Faith Baptist Mission (FBM), playing a key role in ensuring smooth day-to-day operations. This position involves managing office functions, providing administrative support to all FBM personnel, and delivering excellent service to FBM's constituents. The ideal candidate will be detail-oriented, highly organized, and capable of maintaining confidentiality while representing FBM professionally and compassionately.

Responsibilities:

- Administrative Support
 - Schedule digital and in-person appointments across multiple time zones.
 - Respond to routine and moderately complex questions or issues regarding policies, procedures, and processes.
 - Collect information, conduct research, and prepare materials for use in executive discussions/meetings or for decision-making purposes.
 - Create and maintain filing systems and workflows.
- Communication
 - Oversee all printing and mailing operations.
 - Communicate promptly and professionally with all constituents.
 - Oversee all communication that comes to the home office from FBM personnel.
 - Oversee updates to FBM website.
- Logistics Coordination
 - Coordinate all logistics pertaining to missionary visits to the home office. This will include meals, housing, and other logistical concerns.
 - Coordinate with vendors, consultants, and other service providers.
- Financial Assistance
 - Assist the Director of Finances with the weekly processing of financial contributions.
 - Oversee the distribution of receipts and end of year giving statements.
- Other Responsibilities
 - Demonstrate the ability to maintain a high level of confidentiality and discretion in regards to sensitive items.
 - Other duties as assigned.

Qualifications:

- FBM Values Alignment
 - Firm commitment to FBM's Mission Statement: *FBM exists to Glorify God by Obeying the Great Commission and Caring for those we Serve.*
 - Active membership in a local likeminded church.
- Communication & Interpersonal Skills
 - Excellent written and verbal communication skills across a variety of platforms including, but not limited to, telephone, video calls, in-person meetings, email, reports, and articles.
- Technical Proficiencies
 - Excellent computer skills including experience with or the ability to quickly learn the following software: Microsoft Office, Google G-Suite, Zoom, QuickBooks, Virtuous, and more.
- Organizational & Time Management Skills
 - Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Additional Requirements
 - Thorough knowledge of English grammar, spelling and punctuation.

To apply, please email your resume to stephen@faithbaptistmission.org. Please include a cover letter highlighting your qualifications, interest in the role, and any missions related experience you have.