

Baptist World Alliance Women



Are you interested in joining the team?

Baptist World Alliance Women is looking for a volunteer Administrative Assistant for up to ten hours per week at our headquarters at 405 N. Washington Street, Falls Church, VA.

What is Baptist World Alliance Women?

We are the women's arm of Baptist World Alliance and are composed of seven Continental Unions representing 193 national Baptist women's organizations from 156 countries!

Our purpose is this:

Connecting Baptist Women Globally

We do this face to face, virtually and through prayer

The reason we do this is because we believe that when Baptist women come together in Christ, God creates shalom for all.

What is "shalom?" Basically life to the full! When Baptist women come together, we are encouraged to live out all that God has called us to be! And that is a good thing for everyone! It doesn't just affect us, or the women we are closest to. It affects the men, the children, our communities! And as we each shine in our corner, together, as a global movement, we affect the world!

There is much more that could be said. It's hard to convey who we are through one piece of paper! If you want a bigger glimpse, please see our website at www.bwawd.org. If you want to learn more about the position, please see the following job description.

If you are interested in letting God work through you to continue to strengthen this movement or have further questions, please contact Moreen Sharp, Executive Director at womenbwa@bwawd.org or 403-632-5022. We would love to hear from you!

President: Ksenija Magda **Executive Director:** Moreen Sharp
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BAPTIST WORLD ALLIANCE WOMEN

ROLE: Administrative Assistant for Baptist World Alliance Women at their headquarters at 405 N. Washington Street, Falls Church, VA

WAGES: Volunteer, with the possibility of it being a paid position within the next year.

PART-TIME: approximately 10 hours per week (split up into 2 or 3 days)

SUPERVISOR: Executive Director of BWA Women

Administrator Responsibilities:

To assist the Executive Director in carrying out the priorities and goals of BWA Women

Administrator Job Duties:

- Provide administrative assistance
- Correspondence (email and hard copy), mailing and telephone calls
- Assist with planning and scheduling meetings, conferences, teleconferences, and travel
- Help with developing promotional materials
- Prepare materials for the annual Executive Board meeting
- Maintain and ensure operation of BWA Women computers and printers
- Maintain archives
- Maintain office supplies inventory
- Inventory for audit
- Coordinate the printing and distribution of publications
- Maintain mailing list
- Receipt donations (bookkeeper works with other accounting procedures for BWA Women)
- Assist in the coordination and registration for the Baptist Women's Leadership Conference (Also is required to attend this event in Rio de Janeiro, July 15-20, 2020)
- Help with other BWA events as approved of by BWA Women
- Attend BWA Staff meetings and prayer meetings on behalf of BWA Women
- Reporting regularly to the Executive Director (For the first year, at least, the Executive Director is working from home office in Canada with travels to Falls Church office every few months with video conferencing connecting times in the in between times.)

Administrator Requirements

- A heart compatible with the mission, heart and vision of BWA Women
- A Baptist who loves God and wants to be a part of His work on a world scale
- Excellent people skills

Role Description, cont.
Administrative Assistant
Baptist World Alliance Women

- A good team player, willing to be accountable
- Bachelor's degree or minimum of 4 years' experience in office administration
- Proficient with technology
- Proficiency in Microsoft Office Suite programs (Word, Excel, Access, Outlook, and Publisher)
- Working knowledge of Photoshop programs is helpful
- Computer and design skills relevant to the designing of promotional materials
- Working knowledge of Quick Books is helpful or the ability to learn
- Receiving, receipting and depositing donations
- Good verbal and written communication skills
- Strong self-initiative, a good organizer, administrator and solid in the area of time management
- Ability to deal with an international community across time zones, customs, and languages. (It is helpful, but not required, to speak a second language other than English.)

