

## 2023 Job Description, Compensation & Benefits

### Assistant to Director of Assessment

---

Reports to:	Director of Assessment, Jeff Medders
Workload:	Part-time, 24 hours weekly
Location:	Remote
Effective Date:	TBD

### General Description

To provide the Director of Assessment and the Assessment Team with administrative, communication, and organizational support in the execution of their duties.

### Essential Duties and Responsibilities

- Assist the Director of Assessment on a daily basis with all aspects of his work.
- Attend meetings with the Director of Assessment, take detailed notes, and create action plans from concepts discussed at those meetings.
- Represent the Director of Assessment by responding to emails, calls, and messages in a timely, professional, and courteous manner.
- Manage the Director of Assessment's calendar and appointment scheduling.
- Be available and respond to texts from the Director of Assessment outside of normal working hours.
- Book travel and keep track of schedule and itineraries for the Director of Assessment and manage all frequent travel memberships and preferences.
- Work with the Assessment team to create and facilitate systems to communicate with applicants, candidates, and new partner announcements.
- Acts 29 Applicant procedures: respond to emails, communicate with applicants through the process to partnership.
- Communicate effectively with Act 29's Regional Directors on new applicants, candidates, and partners.
- Initiate daily communication with the Director of Assessment to keep him completely up to date on multiple areas of oversight.
- Facilitate clear communication with Acts 29 leaders/departments (areas, regions, cohorts, wife's support, and pastoral care) on the status of applicants, candidates, and new partners.
- Assessment Events/Conferences:
  - Travel to help run assessment conferences
  - Oversee the volunteers for the event.

- Ensure a high quality hospitality environment at the conferences.
- Interact with Acts 29 applicants and assessors, coordinating logistics and reimbursement for Assessment Conferences.
- Coordinate administrative tasks connected to planning of assessment conferences (bookings, catering, etc.).
- Work as the contact person with a hosting church and Acts 29.
- Assist in coordinating hospitality / welcome bags for each applicant and assessor at an Assessment Conference.
- Assist the assessment team with various administrative duties in relation to successful assessment conferences and processing of applicants.

## Person Profile

### Faith and Mission

- Gospel-hearted and understands and is passionate about the vision for Acts 29.
- Has a global perspective, with a particular understanding of what it means to work cross-culturally
- As a religious 501(c)(3), Acts 29 requires agreement with our statement of faith by the signing of this job description.
- As an employee doing the important work of carrying on the central message and mission of Acts 29, you must share our passion for gospel centrality. This gospel is not only the means by which people are saved, but also the truth and power by which people are sanctified. It is the truth of the gospel that enables us to genuinely and joyfully do what is pleasing to God and to grow in progressive conformity to the image of Christ (1 Cor. 15:1–4, 2 Cor. 3:18, 1 Thes. 4:1–5).
- Additionally, as the **Assistant** to the Director of Assessment, you effectively minister the gospel as you communicate our vision of gospel centrality in your work.

### Character and Style

- Strong interpersonal skills and a good attitude
- Can engage and influence people of different backgrounds and ages.
- Has sufficient experience and maturity to handle sensitive and personal information in a confidential and professional manner.
- Fosters teamwork and collaboration.
- Shows personal drive and the ability to execute.
- Combines humility with the confidence and skill to challenge others.
- Role-models an organized and disciplined life

- Accepts direction willingly but does not need to be closely supervised.
- Has the ability to engage in conflict and have difficult conversations without avoidance.

## **Standard Requirements**

- Travel: There will be times when overnight travel is necessary (however, the 8 hour workday needs to be considered even in travel.)
- All Acts 29 purchased equipment will be returned at the end of the employee relationship.
- Subject to all the policies in the Acts 29 Handbook.
- Subject to the Acts 29 Statement of Faith
- Subject to the Information Management and Security Policy

## **Core Functional Skills**

- Use effective work management and reporting practices.
- Basic project management e.g., creating and tracking plans.
- Competent IT skills: Ability to work well with web-based platforms and spreadsheet/word processing programs.
- Willingness to self-teach and learn applications/programs used within Acts 29 (see list below)
- Willingness to seek continued growth in your area of responsibility.
- Programs/Apps Used: Google Apps, Slack, Paypal, Trello, Grammarly, Tripit, LastPass, CRM/Salesforce, BambooHR