



Job Description: **Personnel Administrator**

Organization: Interserve is an international, interdenominational community of Christ-followers, creatively and intentionally using their professional skills in holistic ministry among the least-served people of Asia and the Arab World. Our vision is to see lives and communities transformed by an encounter with Jesus Christ. The US office is one of 14 national offices working together to field multinational teams.

Position Summary: The Personnel Administrator (PA) facilitates administrative components throughout the full lifecycle of Partners (field staff/cross-cultural workers) from Interserve USA. These duties include recruiting, overseeing the application process, and assisting with placement coordination, home assignments, special events, and end-of-service details. The position will support the overall objectives of the organization and may involve duties outside the scope of the position description.

Reports to the Personnel Director (PD). Works closely with the Placement Coordinator, Executive Director, Director of Communications, and Area Coordinators (AC).

Exempt, 40 hours per week.

Specific duties:

- Works with the AC's and Placement Coordinator to ensure all applications are administratively processed in a timely manner (i.e., application questions, references, interviews, personnel committee approval).
- Manages personnel data, including Link2Serve (the company intranet) and Dynamics (the Customer Relationship Manager database). Includes acquiring and maintaining vital data on personnel and regular checks for fellowship-wide compliance.
- Maintains Partner travel details and alerts necessary parties, including the monthly *Comings and Goings* for the finance team.
- Maintains internal prayer requests for Wednesday regional prayer meetings.
- Works closely with the PD to plan and execute logistics of semi-annual (July and February) Candidate Orientation, including facility, transportation, accommodation, meals, dissemination of pre-orientation homework, childcare, scheduling guest facilitators and collecting evaluations.
- Works with the Member Care Specialist on logistics for Partner visits to Upper Darby, including transportation and hospitality at the Interserve Guest House.
- Works with Partners on Home Assignment logistics.
- Works with office staff to plan special events.
- Assists Executive Director and Communications Director as needed, in consultation with the PD.
- Maintains Safeguarding clearance records for all staff.
- Participates in the Candidate Committee to review applicants interested in attending Candidate Orientation.

- Works closely with the AC's, Communications Director and the PD to assist in planning and execution of ISV's representation at major regional and national conferences.
- Coordinates debriefing schedule and pre-debriefing work for Partner visits to Upper Darby. Includes organizing post-debriefing meetings.
- Organizes and participates in Personnel Committee meetings as needed, working closely with the Placement Coordinator.
- Assists in preparing the semi-annual Personnel section of the Board Report.
- Tracks contingencies for all appointees, working closely with the PD and Placement Coordinator.
- Provides initial and ongoing training of Partners in responsible and diligent use of Link2Serve and other fellowship-wide databases.

Essential Qualities:

- Personally committed to following the Lord Jesus Christ.
- Shows ongoing spiritual growth and development.
- Expresses a spirit of hospitality toward all colleagues, Prospects, Partners and Alumni.
- Embraces and lives out Interserve's vision and values.
- Demonstrates teamwork, dependence on God, humility, excellent attention to detail and servanthood.
- Anticipates and meets needs as a self-directed learner.
- Comfortable in a multi-cultural setting, working across multiple time zones, with a passion for cross-cultural holistic ministry.
- Demonstrates flexibility, adapting to changing personnel and circumstances.
- Manages multiple tasks and priorities.

Professional Requirements:

- Overseas living or mission experience.
- Bachelor's degree in a related field or qualifying work experience.
- Ability to use all communications and data storage platforms and means currently used by Interserve and its Partners and willing to adopt new platforms.
- Database management experience preferred.
- Skilled in verbal and written communication.

Agreement with the policies and procedures in the Interserve USA Employee Handbook is required.

If interested, please send a letter of interest and resume to jamie.burt@interserveusa.org.

Interserve USA is an employer-at-will. As such, Interserve USA reserves the right, as the employee does, to terminate the employment relationship at any time with or without reason.