



**South America Mission**

REDEEMED LIVES | BEAUTIFUL CHURCHES | TRANSFORMED COMMUNITIES

**Job Title: Assistant to the Executive Director**

**Location: Fort Mill, SC**

**Organization and Position Overview:** South America Mission (SAM) is a nonprofit religious organization dedicated to proclaiming the good news of the kingdom of God throughout Latin America by focusing on discipleship, church multiplication, leadership training and community impact. Our vision is succinctly expressed as “Redeemed Lives, Beautiful Churches, Transformed Communities.”

**The Assistant to the Executive Director supports the workflow of the Executive Director in coordination with the leadership team.** The Assistant will: (1) provide administrative and clerical support to the Director in a well-organized and timely manner, (2) work to anticipate, identify, and prioritize tasks that the Director needs to accomplish and communicate these with clarity, and (3) support and enhance the Director’s leadership and management of the senior leadership team.

**Individual Profile:** The Assistant to the Executive Director will be informed and passionate about the Great Commission and enthusiastic about SAM’s participation in God’s global work. The right person will desire to be mentored in ministry leadership and value integrating experiences into their own growth. The position calls for a relational personality, comfort using technology to manage processes, strategic and integrative thinking, and strong verbal and written communication skills.

## **PRIMARY RESPONSIBILITIES**

- Provide assistance with general office responsibilities such as making copies, receiving visitors, and facilitating meetings.
- Manage and maintain the Executive Director's calendar, including making appointments (prioritizing the most sensitive matters) and travel arrangements.
- Support accountability and financial management by maintaining accurate records and preparing expense reports.
- Read and route email correspondence according to level of priority.
- Draft and prepare communications on the Executive Director’s behalf, including emails, documents and professional social media updates.
- Serve as a communication liaison and provide summaries, reports, and actionable information as needed.
- Keep the Executive Director informed of developments within each of SAM’s functional areas and with external partners.
- Support the progress of inter-organization collaboration through efficient information flow, record maintenance, action-plan monitoring, and interpersonal connections.
- Represent the Executive Director and SAM well through professionalism, excellence and joyfulness.

## **KEY SKILLS and REQUIREMENTS**

- Relational ability balanced by capacity and appreciation for detailed administrative work
- Strong written and verbal communication skills
- Experience handling sensitive information with professionalism and discretion
- Familiarity with Google Workspace (Gmail, Drive, Chat, etc.) and Microsoft Office
- Ability to utilize constituent relationship management system (Raiser's Edge)
- Proficiency with social media
- Availability to work outside of regular business hours on occasion
- Availability to travel (domestic and international) on occasion
- Proficiency in Spanish preferred
- Growing faith in Jesus Christ and personal commitment to faithful witness

Please email [resumes@southamericamission.org](mailto:resumes@southamericamission.org) with inquiries and to request an application.