



## **JOB DESCRIPTION**

**Date:** February 21, 2018

**Position:** Assistant, Global Strategy & Training

**Reports to:** Vice President, Global Strategy & Training

**FLSA Status:** Non-Exempt

**Work Hours:** 20 hours per week

### **Short Description:**

The Assistant, Global Strategy & Training will perform a variety of administrative and clerical tasks to support the Vice President, Global Strategy & Training and ensure the efficient and smooth day-to-day operation of the Global Training and cContent team. The ideal candidate for this job is resourceful, a good problem solver and organized.

### **Responsibilities:**

- Act independently or under limited supervision in performance of duties
- Handle email communication
- Assist with scheduling and prioritizing of daily work needs
- Proofread, edit and organize documents and important correspondence
- Plan and carry out assigned administrative functions
- Make travel arrangements for supervisor, process expense reports

### **Skills and Experience:**

- Passion for CTC's mission
- At least three years of vocational ministry or non-profit experience
- Ability to perform duties with limited supervision
- Strong project management skills
- Working knowledge of computers
- Good written and verbal communication skills
- Excellent interpersonal skills
- Exercise high degree of independent judgment, discretion and tact in dealing with people from various cultures and backgrounds

### **Education:**

Bachelor's degree preferred

**To apply, please send cover letter and resume to [hr@redeemercitytocity.com](mailto:hr@redeemercitytocity.com).**