

**Administrative and Communications Coordinator
Global Network of Evangelists
(remote contractor, accepting global applications)**

WHO WE ARE:

Dedicating the next several years to accelerate evangelism worldwide, the **Luis Palau Association** is working to build networks of evangelists in 150 countries. These networks are being developed through strong, trusted relationships with evangelists and Christian organizations around the globe, with a vision to connect and encourage evangelists as never before to win more people to Christ.

Through mentoring and equipping, collaborative outreach events, and training and conferences, members are provided with the help they need to impact their world for Christ. And over the next several years, our plan is to extend this offering to thousands more evangelists from around the world, forming the first ever global network, spread across 150+ countries.

Our **Global Network of Evangelists (GNE)** continues to grow and stand by its goal to identify, affirm, equip, and mobilize an international fellowship of evangelists. Under the motto “One Message, Many Expressions,” GNE members use many means and methods to proclaim the Good News of Jesus Christ and find resources and collaboration through GNE.

Position Summary: Provide administrative support and marketing support, web-based solutions, and event planning for the Global Network of Evangelists internationally.

Job Description:

- **GNE Administrative support**, including calendar management, email correspondence, database administration, and event planning, etc.
- **GNE Communications support**, including communications calendar strategy, maintaining GNE social media presence, growing GNE social media engagement, etc.
- **GNE event planning and operations internationally**, including vetting opportunities, directing inquiries, communicating opportunities on website, etc.
- **GNE Membership administration**, including updating database, providing customer service support to members, updating mailing lists and website, etc.

Professional Skills and Experience

- Fluent in English, both written and spoken.
- Skilled in Microsoft Office Suite, including Microsoft Teams.
- Skilled in social media, website management, mass mailing lists.
- Willing to learn other technology programs.
- Two years’ experience in administration or communication required.
- Experience working across cultures preferred.

To apply: Submit cover letter and resume to gne@palau.org