

**Career Opportunity**  
**International Ministry Support Coordinator**  
**Full-Time (40 hours/week)**  
**Send Cover Letter and Resume to [heather.zimny@palau.org](mailto:heather.zimny@palau.org)**

The Global Network of Evangelists, a ministry of Palau, is looking for an International Ministry Support Coordinator to provide administrative, operational, and member support for the Global Network of Evangelists (GNE). This role exists to extend the capacity of GNE leadership and global teams by coordinating international ministry operations, supporting GNE members, assisting with global events and stewarding systems that enable sustainable growth, collaboration, and accurate ministry reporting. The position works closely with the GNE Director and global partners.

**Key Responsibilities:**

**Administrative Support International Director and GNE staff team**

- Coordinate schedules, meetings, and travel arrangements for GNE Director
- Schedule appointments and maintain calendars for meetings, events, travel
- Prepare, submit, and process expense reports
- Assist Director in managing KPI's, according to strategic plan
- Maintain meetings, events, and travel calendars
- Administrative duties for Palau Africa
- Prepare check requests, wire transfer requests, and purchase orders for GNE team
- Communicate GNE team prayer requests to LPA prayer team
- Support staff with essential tasks, as directed
- Collect and compile data for various reports
- Support global team with various GNE initiatives
- Other administrative tasks, as assigned

**GNE Membership Support**

- Process member applications from submission through approval, including reference checks and record maintenance
- Maintain current and accurate member profiles in database and on GNE website
- Build and maintain relationships with members
- Respond to email inquiries, requests, and updates
- Manage member community software (Circle)

**GNE Global Event Support**

- Assist Strategic Initiatives Manager with virtual and in-person events
- Assist with timeline development and implementation
- Assist in tracking event income and expenses
- Track event registrations
- Coordinate with the U.S. Ministry Assistant to ensure logistical and administrative support needs are met

**Qualifications and Skills:**

- Nonprofit experience preferred.
- 1-2 years of administrative support experience.
- Proficient or willingness to learn Salesforce
- Proficient in Microsoft Office Suite, including Outlook, Word, Excel, and Teams
- Skilled or willing to learn PowerPoint
- Skilled or willing to learn Circle Community Management platform
- Demonstrated experience or willingness to learn social media, website, and graphic design technologies
- Meticulous, thorough, and accurate
- Organized and able to manage multiple projects simultaneously
- Dependable and punctual
- Excellent verbal and written communication skills
- Excellent customer service skills
- Experience collaborating with teams and other departments
- Able to manage projects with minimal supervision
- Ability to hold and maintain passport and to travel internationally as required
- Cross-cultural experience strongly preferred