

MST Project

Administrator Job Description

Position Title: MST Project Administrator

Supervisor: MST Project Leader

Work Hours: Dependant upon status (i.e. volunteer, short-term / long-term staff)

Minimum time commitment: 3 months +

Summary of duties:

You are responsible for the effective upkeep of MST Project administrative roles. You will maintain and categorize MST Project documents and databases, and assure that all documents and databases comply with the policies, guidelines, and standards of the MST Project.

Essential job functions:

- Review MST Project staff and volunteer applications.
(Reads over MST Project applications regarding potential new staff and volunteers. Reviews and prays over applications with other staff to determine acceptance)
- Oversee and reviews work of other MST Project staff and volunteers.
(Ensures that work is completed efficiently and with a standard of excellence)
- Oversee MST Project staff meetings.
(Leads and guides MST Project staff meetings, taking notes regarding important details to be sent to other staff members)
- Assist with accountability of MST Project staff and volunteers.
(During briefing and debriefing time, as well as with other staff members)
- MST Project fundraising.
(Coordinates and organizes fundraising activities; creates and oversees promotional material for fundraising, including videos, brochures, and documents; oversees promotion on social networking websites; communicates with potential supporters)
- Development of new documents and policies enabling effective ministry.
(Assesses need for new documents and ensures completion of such documents)
- Creative and intuitive MST Project ideas and development.
(Brainstorms new ideas for better outreach methodology in conjunction with other staff)
- MST Project staff responsibilities as described in the staff manual.
- Some travel time required.
(Potential trips around Thailand i.e. Phuket, Pattaya, or to other potential locations where MST Project is hoping to expand i.e. Cambodia, Singapore)
- Communications manager.
(Communication between staff, teams, and volunteers regarding meetings, outreach, fun night, orientation, date of arrival, housing options, schedule, etc.)

All staff are expected to adhere to the rules, guidelines, and procedures as presented in the *Staff Manual* and to achieve a standard of work ethic as described in the *Initial Staff Review*.

Qualifications:

- Male or Female (18 years +)
- Proficiency in word processing programs; for creating, typing, and editing MST Project documents
- Proficiency in spreadsheet programs; for creating, typing, editing, and updating MST Project databases
- Ability to clearly document and file all projects including documents, "heart charts", volunteer waiver forms, and surveys
- Ability to diplomatically and time effectively respond to E-mails
- Attention to detail is required
- Thai language schooling based upon the requirements of the YWAM Thailand Culture and Language Phase
- Ability to stay up late during nights of outreach