

# the **mst** project

**POSITION:** MST Project Bangkok Administrator

**WORK HOURS:** Dependent upon tasks

**MINIMUM TIME COMMITMENT:** 2 years

**SUMMARY:**

The administrator is responsible for email communication, fundraising, networking, promotion, and overall operation of MST Project Bangkok (MSTPB).

**JOB DESCRIPTION:**

- Organizing and coordinating MSTPB staff meetings, prayer times, etc.
- Communication between staff, teams, and volunteers regarding meetings, outreach, orientation, budgets, schedule, etc.
- Handle logistics for MSTPB ministry nights
- Review any potential MSTPB staff and volunteer applications
- MSTPB fundraising/activities
- Oversee development of promotional material
- Oversee internal operations
- Upkeep of social networking sites
- Other roles may be added as developed or necessary
- All staff is expected to adhere to the rules, guidelines, and procedures as well as achieve a standard of work ethic as described in the staff manual.

**COMMITMENT TO MINISTRY CULTURE:**

- Ability and willingness to work autonomously while keeping other staff and volunteers apprised of pertinent information and needs
- Ability and willingness to demonstrate self-motivation and flexibility
- Establish and maintain a welcoming presence for all visitors, teams, volunteers, etc.
- Ability and willingness to address team, staff-to-staff and other difficulties in a timely and proactive manner

**QUALIFICATIONS:**

- Male or Female 25+ years old
- Proficiency with Microsoft Office or similar program
- Ability to diplomatically respond to emails and effectively meet deadlines
- Ability to work within a team
- Ability to work independently, maintaining appropriate communication to supervisor
- Ability to communicate effectively orally, visually, and through writing
- Ability to consistently demonstrate strong organizational skills
- Completion of a YWAM DTS is required