



JOB DESCRIPTION | GLOBAL PROGRAMS ADMINISTRATOR

Overview

Renew World Outreach is a non-profit Christian ministry located in Stone Mountain, GA that develops technology & training to help spread the Word of God. Our primary mission is to reach the unreached with the Word of God through innovation that multiplies field impact.

We highly value prayer, worship, and the power of the Holy Spirit in our community.

Renew is seeking a skilled administrator with exceptional writing, storytelling, Microsoft Excel skills, and training abilities to join us as a Global Program Administrator. This role plays a crucial part in coordinating and administering program needs across various regions worldwide where Renew operates, including the Amazon, Latin America, Africa, parts of Asia, and beyond. We are looking for a highly organized, self-managed individual with high interpersonal skills and a heart for expanding God's kingdom among the nations. This position reports directly to the Global Programs Manager.

Responsibilities

Administrative Support:

- Perform daily administrative tasks to support programs needs under the direction of the Global Programs Manager.
- Create estimates for program equipment requests and help fulfill rush orders.
- Organize shipping and track logistics for equipment.
- Organize multiple program timelines.
- Collect, organize, and store feedback and stories for future use.
- Organize data on several platforms and keep it up to date.

Program Management and Follow Up:

- Collect stories and statistics from the mission field and create compelling reports for program funders.
- Provide support by suggesting new Gospel Media and strategies to help our program partners overcome field challenges.
- Offer basic technical support to troubleshoot field equipment issues.
- Discover new field opportunities through existing programs and submit them to the Global Programs Manager for proposal consideration.
- Assisting in writing new program proposals under the guidance of the Global Programs Manager.
- Strategizing with program candidates to create proposals tailored to their ministry context.
- Manage Memoranda of Understanding (MoUs) and communicate expectations to program leaders.
- Manage and follow up on Trello cards and timelines.
- Develop content for offline and public websites.
- Responsible for field follow-up and meeting report deadlines for donors.

Training and Communication:

- Conduct training sessions for field staff and partners, ensuring effective communication and implementation of program objectives.

Reporting and Coordination:

- Brief the program manager on tasks regularly and give reports of activity.
- Generate monthly reports and craft executive-level summaries with stats and charts.

Required Skills

Administrative Skills:

- Highly organized and detail-oriented.
- Ability to juggle multiple projects and meet deadlines for time-sensitive requests.
- Proficient at synthesizing large amounts of information and data for program implementation, execution, and support.
- Familiarity with international missions or experience living and working in multicultural environments (not required, but preferred)

Communication Skills:

- Excellent written and oral communication skills.
- Strong interpersonal skills, critical thinking, and analytical abilities.

- Excellent storytelling skills.

Technical Skills:

- Highly proficient with MS Word, Excel, PowerPoint, etc.
- Proposal writing skills (not required, but preferred)
- Basic accounting skills (not required, but preferred)

Training and Leadership Skills:

- Ability to conduct training sessions for field staff and partners
- Strong leadership qualities to guide and support program candidates

Language Skills:

- Multiple language proficiency is preferred