



GiveBack: Spain

Administrative Assistant

Spain

Short Description of Role:

We are involved in a variety of ministries, including (but not limited to) evangelistic video translation and training, conferences for missionaries reaching Muslims in the Mediterranean basin, local church involvement, extensive hospitality, coaching, debriefing, stress evaluations and member care for mm Missionaries, helping with mm conferences every 18 months.

The volunteer might be assigned to a variety of roles, depending upon their training and experience. See general responsibilities for the many skill sets needed. We need all kinds of help since each of these areas are growing. We will accept interns with a wide range of skill sets, including: Communications, conference administration, training, translation (normally to Spanish), web maintenance, arts and graphics, hospitality, cooking,

Responsibilities:

Any of a number of the following skill sets might be employed: translating, accounting, Arabic language, budget preparation, management, phone work, calendar management, communications, conference organizing, general administration, developing contacts and maintaining contact information, letter writing, mass communications, MS Access (database), organizing, PowerPoint: developing and giving presentations, publicity, training, travel arranging, video editing, subtitling, dubbing, web design, management and upkeep, note taking at meetings, cooking, hospitality management.

Qualifications:

- Bi-lingual in Spanish and English
- Must have driver's license
- Flexibility with daily assignments
- Not allergic to dogs

Accountable to:

The Envision intern will be accountable to the field director and team leadership.

Compensation:

The Envision intern will need to raise all of their own support. A budget will be determined by the field leadership and Envision office. He/She should be willing to have a housemate(s) in order to decrease expenses.

Start Date:

November 2016, 2 years preferred