



Mobilization Administrative Assistant

Use your organization and communication skills to help people become actively engaged in advancing the gospel around the world. Implement strategies that guide people toward service opportunities at SonSet Solutions that use their unique skills and experience. Take part in our mobilization efforts that will teach, inspire, and involve believers in the fulfillment of the Great Commission.

Qualifications – Excellent administrative skills with ability to maintain accurate records, prioritize work, and manage time. Strong verbal and written communication skills. Working knowledge of international missions. Inclined to, and capable of, using technology for mobilization purposes. Committed to team collaboration and a self-motivated work ethic.

Responsibilities – Provide administrative support in order to populate and maintain a recruitment pipeline for bringing more workers on board with the organization. Operate and seek to improve mobilization processes. Assist with logistics for internship, short-term and career service opportunities. Assist with logistics for mobilization events. Respond to initial inquiries and requests for information. Create and curate personnel related web site content, mobilization materials and job descriptions.

Fundamental Requirements – Be a born-again follower of Jesus Christ with a heart for service, passionate for the advancement of the gospel around the world, and willing to uphold the [SonSet Solutions Statement of Faith](#).

This is a full-time or part-time position at our offices in Elkhart, Indiana. For supported staff, it requires the development of ministry partnerships for prayer and financial backing. A volunteer may also fill this position.