JOB RESPONSIBILITIES

Job Title: ADOPT Executive Assistant

Reports to: Director of People Group Adoption

Date Created/Revised: 10/21/2026

Position Summary:
Assist the ADOPT team with administrative tasks and organizational workflow. This position would need to be filled by a volunteer or someone who would raise their own financial support.

Essential Roles and Responsibilities (dependent on skills of applicant and strategic needs of the organization. Could include tasks such as the following):

- Draft emails and letters
- Manage communication within the Adoption team and between other departments
- Arrange for creation, production and shipping of Adoption promotion materials
- Set up and manage meetings and take notes
- Handle scheduling for Adoption team members
- Data entry
- Participate in team and project meetings as deemed necessary
- Report monthly to supervisor with work activity and progress toward goals
- Learn and grow in understanding of global missions and the ethnic groups of the world

Knowledge, Skills and Abilities:

- Writing and editing
- Familiarity with Microsoft Word
- Exceptional attention to detail and accuracy
- Highly organized
- Ability to multitask
- Strong time management skills
- Solid verbal and written communication skills
- Participate in additional work training as deemed appropriate
- Willingness to learn

Qualifications:

- Demonstrates a mature walk with God as a follower of Christ, as verified by lifestyle and references.
- Has the ability to work closely with a team and can set aside personal interests for what is best for the team.
- Can graciously submit to those in authority.

- Is age twenty-one or older.
- Has a GED, high school diploma, or equivalent outside the United States.
- Is legally able to work in the country of operation.
- Aligns with Joshua Project's statement on marriage, gender, and sexuality.
- Has no credit card debt and all other loans (student, mortgage, etc.) are manageable.
- Shows evidence of good emotional, physical, financial, and mental health.
- Demonstrates a healthy relationship with a local evangelical church.
- Agrees with the Lausanne Covenant, World Evangelical Alliance statement of faith, and Joshua Project's core values.
- Demonstrates relational skills to network with partners for raising salary (if necessary)
- Ability to work with ever-changing technology applications for internal processes and internal/external communications

Minimum Physical Requirements:

- The duties of this job frequently require the worker to sit for extended periods of time.
- Must have the ability to type written communication, speak and hear with clarity to facilitate good communication in virtual meetings