

Job Responsibilities

Job Title: Administrative Assistant – Research Team

Reports to: Director of People Group Data

Date Created/Revised: 7/1/2025

Position Summary:

The Administrative Assistant for the Research Team plays an essential supporting role in facilitating Joshua Project's mission-focused research activities. This position involves assisting researchers through administrative tasks, coordination, communication, and data management, enabling the research team to effectively update and maintain critical information about unreached and frontier people groups worldwide. At the current time, this position would need to be filled by a volunteer or someone who would raise their own financial support.

Essential Roles and Responsibilities:

Administrative Support

- Schedule and coordinate meetings for the research team
- Prepare agendas and take detailed notes during team meetings
- Organize travel arrangements related to research projects and meetings
- Maintain and update contact lists of global ministry leaders and research partners
- Work through appropriate channels to transfer funds globally to support research and mobilization projects

Data Management

- Assist with data entry and basic data updates based on provided guidelines
- Support researchers in organizing and archiving reports and research materials

Communication and Coordination

- Manage and facilitate email correspondence with international researchers and ministry partners
- Draft clear, professional emails and letters to request or share information
- Assist in the preparation and distribution of monthly reports and team updates
- Help organize research-related events, webinars, or virtual team gatherings
- Collaborate with research and communications teams to ensure that quality, contextual, and approved print and presentation materials are available to national and regional representatives and adhere to Joshua Project's brand guidelines



Knowledge, Skills, and Abilities:

- Strong organizational skills with exceptional attention to detail and accuracy
- Effective written and verbal communication, including cross-cultural email etiquette
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook)
- Familiarity with virtual communication platforms (Zoom, Teams, etc.)
- Ability to multitask and manage multiple projects and deadlines simultaneously
- Willingness to learn new technology applications and internal processes

Qualifications:

- Demonstrates a mature walk with God as a follower of Christ, as verified by lifestyle and references.
- Aligns with [Joshua Project's statement on marriage, gender, and sexuality](#).
- Agrees with the [Lausanne Covenant](#), [World Evangelical Alliance statement of faith](#), and [Joshua Project's core values](#).
- Has a GED, high school diploma, or equivalent outside the United States.
- Is legally able to work in the country of operation.
- Demonstrates good emotional, physical, financial, and mental health.
- Demonstrates a healthy relationship with a local evangelical church.
- Preference for applicants with experience in administrative support, coordination roles, or previous missions-related administrative work.

Minimum Physical Requirements:

- Frequently required to sit for extended periods.
- Must have the ability to clearly type, speak, and hear to facilitate effective communication during virtual meetings.

