



ENCOUNTERING THE WORLD OF ISLAM

- Position Title:** Program Administrator for *Encountering the World of Islam* (EWI)
- Reports to:** The *Encountering the World of Islam* Director
- Job Summary:** Work alongside a team in managing the EWI program; provide administrative and project management support for the EWI program.

Experience and Education Preferred:

- Demonstrated administrative and computer skills.
- Demonstrated networking and communication skills.
- Demonstrated effective writing skills.
- Exhibited support in team projects.
- Certificate level completion of *Perspectives on the World Christian Movement* and EWI courses.

Strengths, Skills, and Talents Desired:

- Desire to work on a team with a servant heart.
- Confidence to get direction from team and then self-initiate on individual tasks.
- Willingness to travel nationally for EWI up to four times per year.

Primary Commitments Required:

- Faithfully serve in a local church.
- Endorse the PIONEERS statement of faith.
- Certificate-level completion of *Perspectives on the World Christian Movement* and EWI courses and receive training as a coordinator.
- Serve as a team player in department activities.

Position-specific Responsibilities:

- Manage projects and product development for EWI.
- Provide administrative support to EWI team.

Ongoing General Responsibilities:

- Participate in daily staff prayer, weekly departmental prayer, and staff meetings.
- Raise 100% of the necessary financial and prayer support, and proactively maintain a healthy support team.