



**Grain of Wheat**  
INTERNATIONAL

## **IS RECRUITING A NEW EXECUTIVE ASSISTANT**

Grain of Wheat International is a non-profit organization active since 1948 and based in Lausanne (Switzerland). Its mission is to share the gospel of Jesus to children (4-14) and to accompany them in their journey of faith. The foundation is active in over 25 countries on 4 continents. Our ministry is done through 90 local employees (directors and staff) and 10.000 volunteers. We serve 1.000.000 children per year in partnership with local churches and with different sister-organizations.

### **Job description**

- ✚ Responsible for phone, email, letters and agenda
- ✚ Responsible for maintaining deadlines for important events
- ✚ Collecting all articles, pictures etc for the Newsletter and Annual Report
- ✚ Responsible for organizing trips as well for the office as for external groups that come and visit the office
- ✚ Contact person for field trips etc
- ✚ Responsible for writing/editing the project proposals towards potential donors and the reports that we write after finishing the projects
- ✚ All other businesses that will develop in the international ministry

### **Profile**

- ✚ An authentic and committed disciple of Jesus Christ
- ✚ Happy to serve others
- ✚ Good communication skills
- ✚ Capable of supporting the vision and strategy of the management
- ✚ Must have a degree in administration or equivalent with experience
- ✚ Proficient in using the key modern communication technologies
- ✚ Spoken and written English and French is a must, Russian, Arabic or Spanish a plus

### **We offer you**

- ✚ To serve Jesus with all your heart and abilities so that “every child will become an ambassador of hope through Jesus Christ”
- ✚ To work with leaders around the world who commit themselves to reach the maximum number of children with the message of God’s love

- ✚ To be part of our enthusiastic team in our head office in Lausanne, Switzerland
- ✚ To serve in a ministry that has a history of almost 70 years and is well recognized
- ✚ A salary that is at the level of other sister ministries

**Are you interested?**

Please send us your complete application until the 30th of November 2018 by email with CV, cover letter, certificates or references to Mr Rob Hondsmark, CEO Grain of Wheat International, [r.hondsmark@grainofwheat.org](mailto:r.hondsmark@grainofwheat.org)

For specific questions or more information about the job description, please contact Mr. Rob Hondsmark.

Discover more on our website: [www.grainofwheat.org](http://www.grainofwheat.org)