

Job Title: Office Administrator

Position Type: Missionary—some support raising may be required

Position Location: Johannesburg, South Africa—candidates from anywhere in the world are welcome to express interest however relocation is required

Position Description: The position of Office Administrator with Onthatile Children's Ministries is a full time position (+40 hours per week) focused on the administrative aspects of running an orphan ministry.

Key Responsibilities:

- oversee scheduling and payroll for staff
- onboarding and training of new staff members
- administer or participate in staff performance reviews
- social media and website maintenance
- supervise internship program
- provide regular updates to ministry supporters through social media or newsletters
- maintain organization in the baby home including (but not limited to):
 - baby intake/exit procedures
 - all filing/printing/paperwork
 - staff and baby file maintenance
 - supply inventory and restocking
 - bookkeeping organization
- soliciting support from local businesses
- life on life discipleship with staff and interns

Requirements:

- Born-again Christian with the strong support from the local church
- Able to communicate (read, write, speak) proficiently in English
- Able to commit to a minimum of 6 months of service with Onthatile
- Support raising related to serving with our ministry (which may include living expenses, flights, or car purchase depending on individual circumstances)
- Ability to obtain a South African visa or work permit as required by South African Immigration Regulations
- Knowledge of the Microsoft Office Suite and other commonly used software
- Familiarity with popular social media platforms including: facebook, instagram, and twitter
- Independent, self starter with initiative to complete tasks with minimal direction
- Able to manage deadlines and multi task responsibilities
- Willingness to submit to Onthatile Leadership
- Flexible and servant hearted, willing to serve in any capacity of the ministry

Helpful Experience:

- Degree in business or a related field
- Experience in an office or professional setting
- Experience working in diverse teams and with conflict resolution