



Office Assistant Position Description

Role

This is a new part time role for a suitably experienced person committed to seeing lives radically improved through the Mission's work in Eastern Europe. It is a support role to two senior existing staff members, primarily the part-time Planned Giving Manager and also the NZ Director. Our main purpose in New Zealand is to encourage New Zealanders to support our work financially, through gifts in kind (through our Operation Cover Up project – see below) and through prayer. Therefore it is highly relational and you will have regular contact with our supporters by telephone and sometimes in person, as well as service providers and suppliers from time to time.

Specific areas of your work will include:

- handling our child sponsorships including reporting annually to sponsors, dealing with changes to sponsorships and related communications between sponsor and child.
- assisting the director with Reporting to our regular donors especially regarding scholarships and other special financial aid provided
- answering the phone and dealing with supporters' enquiries
- helping with processing incoming mail and payments and outgoing mail
- helping keep our office machines running and the office resourced as required
- helping with monthly mailings and mail to sponsors including managing our volunteer team and helping print and assemble the contents of the mailing (letters, coupons, envelopes) and liaise with suppliers
- help maintain the CRM database
- provide backup for the Accounting Assistant (opening mail/data entry/banking)
- assisting with occasional events held at our offices or locally
- helping generally in the office as required

Attributes/qualifications

You will have:

- The right to work and live in New Zealand either as a New Zealand citizen or holder of a Permanent Resident's Visa
- Relevant experience and a relevant qualification
- Excellent spoken and written English
- A high level of proficiency with Microsoft Word and Excel, and experience with other Microsoft Office applications
- Ideally a full driver's licence and a clean driving history
- A passion for Mission



And ideally you will be:

- Flexible and willing to put in extra time as reasonably required
- Able to support our values: <http://www.mwb.org.nz/about/values/>

Salary

We will pay a salary that reflects your experience and what you bring to the role.

Hours of work

The position requires attendance in the office on three set days to be agreed (between Monday and Friday, not weekends). There is flexibility with start and finish times. The role is 18 hours per week with potential for occasional extra hours by agreement.

Place of work

The position is based in our office in Eden Terrace, Auckland. There is no requirement for travel around New Zealand or overseas.

Background information

Organisation

Mission Without Borders is a Christian mission working in six countries in Eastern Europe: Albania, Bosnia-Herzegovina, Bulgaria, Moldova, Romania and Ukraine. Our work in the field is conducted by nationals working in partnership with local churches and other partners. We target those who suffer poverty or are otherwise disadvantaged, meaning families, the elderly, prisoners, the disabled or sick, orphaned children, the homeless. Our aim is to build self-sufficiency rather than create dependency, and our goals are these:

- Spiritual – we want them to have the chance to hear the Christian Gospel.
- Emotional – we want to support them in their difficulties and guide them to better life choices where we can.
- Educational – we encourage children to attend school, support literacy, and provide help for young people to undertake further education.
- Material – we help families and individuals with practical needs, including food, clothing, furniture, housing, and tools or micro-business opportunities so they can become self-sustaining.

We have worked in Eastern Europe since 1960, starting out as “Underground Evangelism”, supplying Bibles and aid to the church persecuted under Soviet Communism.



Our New Zealand office is one of 10 support offices around the world.

New Zealand office

The NZ office is headed by the Director (full time). In 2019, we will have six paid staff (ranging from 2-5 days). We also have three part-time office volunteers and several volunteer MWB Ambassadors around the country.

We also have a network across New Zealand of mostly retired and elderly supporters who contribute large quantities of hand-knitted and other goods, which we ship to Eastern Europe. The project is called "Operation Cover Up."

Mission Without Borders' Values

From our web site <https://www.mwb.org.nz/about-us/our-values/>:

- **We are a Christian organisation.** We do this work because we believe that we have been called to it.
- **We employ local staff**, as they know local requirements and their own culture best. This enables us to identify and address the most important needs, while supporting the local economy.
- **We aim to make a sustainable difference** to the lives of those we help. We encourage self-help, provide training, help people to make changes because this is more sustainable and reduces dependency.
- By involving those we serve, **we recognise the dignity of the individual.**
- **We base all our work on relationships:** at the community, regional and national level. Our presence in Eastern Europe for over 50 years means we enjoy exceptional co-operation with authorities and local churches in the countries where we work.
- **We support all who are in need**, regardless of their belief, or lack of belief. We offer everyone the opportunity to hear about the love of God in Jesus.
- **We partner with local churches**, volunteers and supporters world-wide to assist thousands of abandoned children, single-parent families, elderly and young people, and families at risk. For this, we are dependent on our local network of thousands of volunteers spread across Eastern Europe.
- **We are motivated by the love of God.**