



Project Description

Project: Operations Executive Assistant

Project Time Commitment: 2 years minimum

Project Manager: AIM Country Director with backup from the Sr. Program Director

Program: Operations

Location: Cambodia

Project Summary:

Work closely with the Country Director/Sr. Program Director to optimize their time and facilitate the leadership of Cambodia programs and departments. Provide assistance on special projects for the operations department.

Project Goals:

Throughout each segment of the following major milestones the following goals must be completed:

- Assist senior leadership with operations and program special projects.
- Assist in coordinating the logistics for implementation and execution of special projects.
- Work directly with COO and Project Managers to ensure details of each project are managed.
- Coordinate the meeting schedule for the Project Managers.
- Prepare minutes for meetings
- Prepare/organize meeting spaces for important meetings
- Maintain confidentiality of highly sensitive information.
- Planning and logistics of travel for Country Director, Sr. Director of Programs and Senior Leadership visiting Cambodia
- Be available and present for issues during regular operations program hours.
- Attend regular meetings with Project Manager for accountability and project assessment.
- Follow all AIM Standard, Policies and Procedures

Education and Experience:

- Previous experience as an executive assistant to a senior leader in a medium to large organization, preferably a nonprofit organization.
- Strong command of MS Office, including Excel, Word, etc.



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- Experience in working internationally
- Experience working in different cultures, preferably understanding honor shame culture

Skills needed:

- Strong organizational skills including the ability to help the Project Managers optimize their time.
- Well-developed interpersonal skills and a demonstrated ability to work well with people from different backgrounds and at different levels in the organization.
- Strong communication skills; ability to work with different personality types and cultures
- Prioritization skills needed; Ability to handle multiple requests coming at one time

Essential Requirements:

- Maintain a personal relationship with Jesus Christ and is a consistent witness of Jesus Christ
- Speak of Agape International Missions, our staff, our partners, participants in our programs, and other organizations with respect and honor across all communication platforms, faithfully praying for each
- Act as an Advocate for AIM and each individual AIM serves, understanding the problem, raising awareness of the need and how everyone can respond
- Maintain confidentiality
- Self-sufficiency to maintain spiritual, physical and emotional health while consistently working toward the vision of AIM as a whole and the department in particular

Physical Demands & Work Environment

The physical demands and work environment characteristics are representative of those that must be met by a Globe International member to successfully complete the project goals.

Physical: The Globe member is regularly required to articulate speech and exercise auditory perception. The Globe member is frequently required to stand, walk, sit, bend, stoop, kneel, climb, use hands to finger, handle, or feel, and reach with hands and arms. The Globe member is regularly required to lift and/or move up to 25 pounds. Visual acuity is required for this position including near/ farsightedness, peripheral vision, and the ability to adjust or correct focus.

- Must be able to travel long distances via plane, automobile, moto, bicycle and walking
- Must be able to climb stairs during the course of a normal day
- Must have necessary shots, inoculations and medication as advised by US Department of State regarding travel and work in Cambodia and Southeast Asia



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