

The Adventure Missionary Portfolio
Executive Assistant
National Diversity Specialist

Come and join a team of dedicated and experienced missionaries providing leadership to a national initiative that is mobilizing minority missionaries, equipping staff and students and helping to plant ministries at 100 HBCUs. You would also work locally pioneering university missions on the 14 campuses (including 3 HCBUs) in the Piedmont Triad region of North Carolina. Your role would be to assist the National Diversity Specialist, Rev. Belkis Lehmann.

The Lehmanns have over 25 years mentoring young missionaries and have a special call to raise up leaders. As part of this team, you will receive direct ministry and training to help equip you for God's divine purpose in your life.

Perform administrative duties. Responsibilities may include:

- Administering correspondence and phone calls
- Managing calendars and other online tools
- Updating drivingdiversity.org website
- Making travel, meeting and event arrangements
- Preparing reports and financial data
- Training and supervising other support staff

Possessing strong Christian character and passion for missions. Additionally requires:

- Good writing and communication skills
- Organized, detail oriented ability
- Strong computer and Internet research skills,
- Flexibility, adaptability, and willingness to learn
- Excellent interpersonal skills
- Project coordination experience a bonus,
- Ability to work well at many levels
- Sensitivity to confidential information

For more information visit: drivingdiversity.org/the-adventure

Send all resumes and inquiries to: msbelkis@gmail.com

