

The Adventure Missionary Portfolio
Executive Assistant
Triad Director

Come and join a team of dedicated and experienced missionaries pioneering university missions on the 14 campuses (including 3 HCBU's) in the Piedmont Triad region of North Carolina. Your role would be to assist the Triad Director and team leader, Rev. Stephen Lehmann.

Perform administrative duties. Responsibilities may include:

- Administering correspondence and phone calls
- Managing calendars and other online tools
- Updating ministry 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: stevelehmann63@gmail.com



Greensboro * Winston-Salem * Highpoint

