



VACANCY FOR THE POSITION OF  
**USA OFFICE OPERATIONS SUPPORT**

This is a fantastic opportunity for a motivated and service-minded individual to join a Christian charity with unrivaled global reach. Part-time.



IFES is a movement of students living out the good news of Jesus. Locally. Nationally. Globally.

IFES ministry is supported behind the scenes by International Services based in Malaysia, the UK and the USA.

**Our ministry is seeking someone who has:**

- Proficiency with software applications
- Strong communication, language skills
- Accounting aptitude
- Eagerness to learn new concepts and expand skills
- Capacity to manage and monitor various simultaneous responsibilities
- Ability to work independently
- Desire for a challenging work environment
- Ability to work in Platteville, WI

**This position will provide assistance with a variety of general office operations:**

- Accounting entries and reports
- Meeting transcriptions and reporting
- Research
- Diverse special projects
- Communications with international staff
- Mailings

If you recognize the importance of evangelical student ministry and are looking for a challenging role in a forward-thinking team, email your résumé and cover letter to:

**office.usa@ifesworld.org**

or mail to:

**IFES/USA Position Openings  
PO Box 436  
Platteville, WI 53818**