



EMDC ADMINISTRATIVE ASSISTANT  
NEW + URGENT!

## EMDC Administrative Assistant

Insite ID 59924

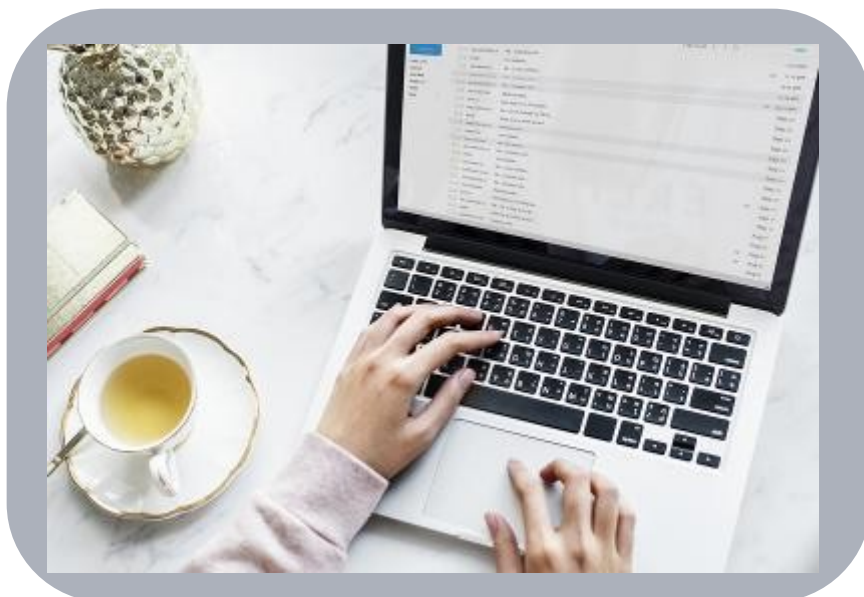
Full-time/Short-term

### *Needed:*

Administrative assistant to help before and during a large gathering (500-600 participants) in Europe in April; the goal of the conference (**E**urasia **M**edia and **D**istribution **C**onsultation) is to train and encourage workers in ways and means to promote the availability of God's Word in digital and other media formats

### *Main responsibilities:*

- Managing advance registrations and logistics in the months leading up to April 2019
- Entering data into the EMDC website and keeping it up-to-date
- Providing information to participants in advance of the event
- Helping keep track of finances
- Attending the event to help with local enrollment and logistics issues



For more information,  
please write to...

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Photo from Pixabay