

# Executive Assistant for People & Culture

**Full time**

## **Job Description Summary:**

The Executive Assistant will primarily provide administrative and special projects support for the Executive Vice President for People and Culture (Chief Human Resources Officer) in support of the global Bible translation movement. This position will ensure the smooth coordination and completion of activities related to scheduling, internal and external correspondence, and events. The Executive Assistant must possess a high standard of work, exercise discretion when handling confidential information, pay close attention to detail, and have the ability to set priorities and anticipate needs. The Executive Assistant will be expected to become knowledgeable about all facets of the organization, and maintain regular, positive and efficient communication with all organizational departments, branches and entities.

The minimum pay for this position is \$22.75 per hour.

## **Responsibilities:**

- Maintain an accurate and detailed calendar for Executive Vice President of People and Culture, and anticipate and respond to scheduling conflicts.
- Manage all domestic and international travel arrangements and trip logistics.
- Organize internal and external meetings, including logistical and substantive preparation.
- Coordinate internal and outgoing mail and/or email. Screen mail for crucial and confidential matters requiring immediate attention. Assist with communications to global and local staff via email.
- Anticipate needs and initiate activity to resolve minor problems. Respond to or properly direct difficult and sensitive inquiries, concerns and requests for information and assistance.
- Ensure consistent and efficient interaction with others across the organization; demonstrate poise and tact under pressure and handle matters with sound judgment and confidentiality.
- Conduct research on a variety of topics and draft materials, reports and presentations as needed.
- Assist team with various administrative tasks, including tracking and reconciling expenses, attending meetings, capturing/distributing notes and action items as requested. Track tasks and projects to ensure appropriate prioritization of projects with respect to deadlines and organizational developments.
- Maintain a comprehensive understanding of workflow for People and Culture while ensuring an efficient and organized workflow for the team.
- Perform special projects and other tasks as assigned within Offices of the President.
- Other Requirements: May occasionally be on call after hours for urgent matters.

**Essential Knowledge, Skills & Abilities:**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Spiritual Bona Fide Occupational Qualification (BFOQ): Demonstrates desire and ability to support corporate Biblical and religious goals and participate in regular work related spiritual activities without mental reservation.
- Strong organizational skills, including the ability to set priorities, juggle multiple tasks, organize time effectively, conduct research and identify resources for projects. Skilled at coordinating complex meetings and travel arrangements.
- Strong verbal and written communication skills, including proofreading and editing.
- Solid interpersonal skills in relating to people at all levels of positions and diverse backgrounds, including the ability to work both in groups, individually and cross-culturally to meet goals and to develop strong working relationships with internal staff and external constituents.
- Strong collaborator, flexible, teachable and culturally sensitive.
- High degree of motivation and self-discipline with a strong work ethic. Maintains a conscientious approach to work with the ability to meet tight deadlines, anticipate needs and be proactive in order to resolve issues.
- Demonstrates sound judgment and discretion in handling confidential information.
- Ability to focus on detail without losing sight of the bigger picture, including monitoring and double-checking work and information for accuracy and quality.
- Commitment to providing high quality service through responsiveness to all requests and maintaining a professional demeanor at all times.
- Knowledge of and demonstrated proficiency in the use of software (Google Workspace, Zoom, Microsoft Office Suite including Excel) while also quickly learning systems and processes specific to the department.

**Education & Experience:**

Bachelor's degree plus at least three years of experience; or an equivalent combination of education, experience and training. Previous administrative, human resources, ministry and/or cross-cultural experience preferred. Bilingual (English/Spanish) is also a plus.

**Location:** USA - Florida - Orlando - Wycliffe USA Headquarters

**To Apply:** [https://wycliffe.wd1.myworkdayjobs.com/WUSA\\_Paid\\_Staff](https://wycliffe.wd1.myworkdayjobs.com/WUSA_Paid_Staff)

# Editor/Writer

Full time

## Job Description Summary:

The project marketing (ProMark) editor/writer ensures consistent quality, accuracy, voice, and style across content produced by the team. As part of Wycliffe USA's Advancement department, ProMark provides engaging content for constituents that represents the work of project teams around the world.

The editor/writer understands each writing team member's strengths and weaknesses and provides strategic feedback to grow their writing skills. The editor/writer also understands the messaging trends and branding of the organization and ensures that all content follows them consistently.

## Major Job Responsibilities:

- Prepare content for project summaries, profiles, proposals, reports, impact stories, bulletins, and other content based on donor criteria.
- Edit content produced by the writing team, providing substantive and copy editing, as well as proofreading, when needed.
- Research and synthesize project data, details, and updates from a variety of project information management systems for use in writing and editing drafted content.
- Consult regularly with writers regarding drafts and revisions needed.
- Recognize the professional strengths and weaknesses of each member of the writing team, helping to identify appropriate work assignments and areas for training.
- Understand copyright law as it applies to Wycliffe content, and work with manager to prepare content for publication.
- Understand field sensitivities by region and verify that appropriate field approvals are in place for all content before publication. Interact with field personnel as needed.
- Understand and enforce the use of AP Stylebook guidelines and Wycliffe USA editorial guidelines.
- Understand the organization's key messages and talking points and ensure brand compliance in the writing and editing process.
- Proactively study the latest trends in professional writing and editing. Work with the departmental management to evaluate new knowledge and implement as appropriate.
- Understand and use the project workflow system.
- Take on strategic writing assignments as time allows.
- Other duties as assigned to ensure maximum workflow and timely delivery of content.
- Other Requirements: Must have a strong reliable internet and phone connection. Some travel may be required for visiting the headquarters if working outside of the Orlando Headquarters.

## Minimum Skills Sets (KSAs):

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Spiritual Bona Fide Occupational Qualification (BFOQ):** Demonstrates desire and ability to support corporate Biblical and religious goals and participate in regular work related spiritual activities without mental reservation. Must be comfortable writing on spiritual topics.
- **Interactive Communication:** Listens to others and communicates articulately, fostering open communication. Adapts communication (e.g., content, style and medium) to diverse audiences. Listens and gets clarification. Responds well to questions. Demonstrates group presentation skills and participates in meetings.
- **Results Management:** Organizes time, work, and resources to accomplish objectives in the most effective and efficient way. Establishes methods for managing work and measuring success. Uses time effectively and efficiently. Can quickly sense what will help or hinder accomplishing a goal.
- **Adaptability:** Adapts to changes in the work environment (including diverse individuals or groups), changes approach or method to best fit the situation, able to deal with frequent change, delays, or unexpected events.
- **Writing Skills:** Writes clearly and informatively in a variety of communication settings and styles. Can get messages across that have the desired effect. Edits work for spelling and grammar, presents numerical data effectively, and is able to read and interpret written information.
- **Attention to Detail:** Works in a conscientious, consistent and thorough manner. Demonstrates concern for thoroughness and accuracy, verifying that work has been done according to procedures and standards.
- **Decision Making:** Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure. As needed, involves the right people in the decision making process.
- **Teamwork:** Balances team and individual responsibilities, exhibits objectivity and openness to others views, gives and welcomes feedback, contributes to building a positive team spirit, puts success of team above own interest, able to build morale and group commitments to goals and objectives, supports everyone's efforts to succeed, and recognizes accomplishments of other team members.
- **Organizational Support:** Committed to support Wycliffe's mission, vision, and core values including supporting diversity initiatives and doctrinal statement. Regularly attends staff-wide gatherings, including Entermision if Wycliffe USA assigned. Follows organization-wide policies and procedures, including Ethics and Conduct Policy and child safety guidelines.
- **Technical Skills:** Basic knowledge in Microsoft Office Suite (especially Word and Excel), Google Workspace, Adobe Acrobat and content management systems (CMS) is required.

**Education & Experience:**

Bachelor's degree plus 1-3 years of experience in journalism, creative writing, and/or marketing; or an equivalent combination of education, training, and experience.

A minimum of two years of experience or equivalent in editing and content creation.

Nonprofit ministry and/or cross-cultural experience is preferred.

**Location:** USA - Florida - Orlando - Wycliffe USA Headquarters

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# R6626 Web Manager

**Full time**

## **Job Description Summary:**

The Web Manager plans and helps implement web and other digital functions in light of corporate priorities and manages Wycliffe USA's website to optimize participation opportunities in Bible translation through prayer, giving, service and advocacy. This includes development, design, testing, delivery and analysis of the website as well as supporting digital assets and email campaigns.

The Web Manager will partner with all areas of the organization to maintain digital brand consistency, define and deliver functional requirements, optimize user experience, generate accurate analysis and reporting, and oversee the completion of deliverables according to the timeframe, budget and quality standards outlined.

Remote work arrangement available if living outside of Orlando, FL. The minimum annual salary for this position is \$66,000.00. The final offer will be considered based on the level of experience and skills of a successful candidate.

## **Job Responsibilities:**

- Work with Marketing, TechOps and senior leadership to make strategic decisions for user experiences and functional requirements; actively partner with other directors as needed.
- Manage relationships with external digital agencies and contractors that assist in making technical recommendations to improve engagement with key internal and external audiences on Wycliffe USA's website; build requirements and communicate desired outcomes effectively.
- Oversee and assist in the determination of systems architecture for development (including UX/UI and user testing), deployment, and maintenance of websites and web applications.
- Oversee troubleshooting of front-end website issues: Delegate, track and communicate WMTEK/outsourcer/TechOps involvement through resolution.
- Evaluate new standards, technologies and trends, and formulate strategies for ongoing enhancement and security; identify digital products to optimize web functions. Provide consultation and support to partner departments regarding website experience best practices; provide consultation to partner departments and organizations for web and app optimization as appropriate.
- Train and oversee staff assignments in building/updating website landing pages, Pardot acquisition pages, blog posts and other online resources.
- Promote and hold staff accountable to organizational culture standards and demonstrate spiritual maturity.
- Organizational Representative: Present the global ministry of Wycliffe and encourage interested individuals and churches to participate in this work. Maintain an exemplary standard of ethics and conduct that reflects biblical principles.
- Supervisory Responsibilities: Coordinate supervisory responsibilities for 1-2 staff in accordance with the ministry's policies and applicable laws, including spiritual leadership, interviewing, hiring, training, planning, assigning and directing work, appraising performance, rewarding and disciplining staff, addressing complaints and resolving problems.

- Travel Requirements: Some travel may be expected for this position.
- Other Requirements: Remote work arrangement available if living outside of Orlando, FL. Must have a strong, reliable internet and phone connection, and be based in the U.S.

**Minimum Skill Sets (KSAs):**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Spiritual Bona Fide Occupational Qualification (BFOQ): Demonstrates desire and ability to support corporate Biblical and religious goals and participate in regular work related spiritual activities without mental reservation.
- Ability to maintain, coach, and encourage a strong, effective team.
- Effective verbal and written communication skills. Strong interpersonal skills in relating to people at all levels of positions and diverse backgrounds.
- Confidence in presenting and explaining ideas to internal and external teams.
- Analytical inclination with a focus on specific goal-setting, measurement and ROI orientation.
- Strong knowledge of design, brand management and creative processes.
- Ability to multitask and meet deadlines in a fast-paced environment, while paying close attention to the details.
- Ability to translate strategy to innovative digital solutions for web, mobile, and tablet using industry best practices in line with the organization's policies and goals.
- Proficiency with the organization's implemented CSS/CMS platform(s), SEO, Google Analytics and marketing automation, and the demonstrated ability to learn new systems.
- Functional knowledge in Adobe Creative Cloud (Photoshop, Illustrator) and SketchApp or another web design and prototyping tool.
- Functional knowledge of HTML5, CSS and ability to oversee developers using JavaScript frameworks (including jQuery and React), PHP and MySQL.
- Working knowledge of version control (Git) best practices.
- Strong organizational and critical thinking skills; thorough, accurate and detail oriented; able to work independently and with a team.
- Ability to thrive in a project management environment to keep projects prioritized and moving forward efficiently.
- Able to provide constructive feedback on both creative and technical work.

**Education & Experience:**

Bachelor's Degree in Business Administration, Marketing, Information Systems, or related area of study plus five years of experience or an equivalent combination of education, training, and experience. Experience in digital marketing or web development with an agency or corporate marketing or advertising department. Management experience in the digital production process preferred. Ministry/missions exposure is also beneficial.

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# Designer

Full time

## **Job Description Summary:**

The Designer works with the Marketing team to execute print and digital design collateral for both internal and external marketing functions of Wycliffe USA in order to engage people in the work of Bible translation. The Designer also works to coordinate storage of media assets for use in designed collateral.

The minimum hourly rate for this position is \$20.00 per hour. The final offer will be considered based on the level of experience and skills for a successful candidate.

Portfolio link should be provided with application. Remote work arrangement available if living outside of Orlando, FL.

## **Job Responsibilities:**

- Works with the art director to receive and implement feedback to create products and exhibit the highest quality and creativity.
- Maintains strong working relationships with Wycliffe clients and outside production personnel, as appropriate, as well as within the Marketing team.
- Prepares drafts of design work and provides samples to editorial or other appropriate staff or departments for review.
- Consults with the art director and other teammates as needed on complex or specialized projects.
- Proactively studies the latest graphic trends and works with management to evaluate strategic opportunities to apply new knowledge and techniques.
- Coordinates intake, quality checks, metadata input and uploads of Wycliffe USA media assets to storage platform.
- Prepares print orders and assembly instructions on notification of final approval.
- Serves on one or more cross-functional creative teams to develop and implement new content strategies.
- Serves as a mentor for interns.
- Other Requirements: Remote work arrangement available if living outside of Orlando, FL. Must have a strong, reliable internet and phone connection, and be based in the U.S.

## **Minimum Skill Sets (KSAs):**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Spiritual Bona Fide Occupational Qualification (BFOQ): Demonstrates desire and ability to support corporate Biblical and religious goals and participate in regular work related spiritual activities without mental reservation. Ability to create products related to spiritual topics.
- Proficient at arranging and designing layouts based on available space.

- Strong knowledge of layout principles and aesthetic design concepts.
- Understands both print and electronic processes, techniques and procedures in the publishing and printing industry related to the design of electronic and print media.
- Intermediate knowledge in Adobe Creative Cloud (Photoshop, Illustrator and InDesign). Knowledge of Adobe Premiere and After Effects a plus.
- Proficient in Microsoft Office Suite, PowerPoint and Google Docs.
- Thorough, accurate and detail oriented.
- Positively accepts feedback; works to understand and meet the needs of clients within the brand and in the best interest of the mission.
- Strong organizational and critical thinking skills.
- Capable of prioritizing, meeting deadlines and managing multiple tasks.
- Adept at conflict resolution and problem solving.
- Able to collaborate effectively with creatives from other disciplines including editorial, digital and video.
- Ability to evaluate and create illustrations, take photographs and plan presentations is a plus.
- Ability to create mockups for digital applications is a plus.

**Education and Experience:**

Bachelor's degree in graphic design or related area of study plus one to three years of experience, or an equivalent combination of education, training, and experience. Successful experience designing print and/or electronic media using trade software, particularly Adobe Creative Cloud. Nonprofit ministry experience is also beneficial.

**Location:** United States of America

**To Apply:** [https://wycliffe.wd1.myworkdayjobs.com/WUSA\\_Paid\\_Staff](https://wycliffe.wd1.myworkdayjobs.com/WUSA_Paid_Staff)

# Digital Marketing Specialist

Full time

## Job Description Summary:

The Digital Marketing Specialist helps support digital marketing strategies for Wycliffe Bible Translators USA and partners. The specialist provides data-driven insights and recommendations to align marketing channels (e.g., web, email, social media, SEO) in order to engage people in the work of Bible translation. For all marketing strategies, the specialist will leverage analytical techniques (descriptive and predictive) to drive significant impact for user engagement.

## Major Job Responsibilities:

- Support digital marketing strategies for acquisition, onboarding, upselling and retention, with a targeted emphasis on increased funding through digital mediums. Support teams in implementing strategies that drive engagement, audience targeting, measurement planning and personalization.
- Design and develop processes and dashboards to monitor campaign performance and optimization strategies to measure and drive conversion.
- Research and create personas for marketing campaigns.
- Support the efforts of the web and digital marketing teams to conduct QA testing for analytics tagging, attribution reporting and marketing data.
- Support the relationship with external firms responsible to optimize website and digital marketing efforts.
- Test and optimize digital experiences for email and web mediums or support the relationship with external firms that do targeted A/B testing.
- Support the creation and optimization of GoogleAds and other non-social media ads.
- Execute content updates through the CMS system, oversee data integrity of the content and provide reporting to stakeholders.
- Aggregate and analyze large quantities of structured and unstructured data with data visualizations using analytic tools such as Google Tag Manager, Microsoft Power BI and Google Data Studio to detect patterns, opportunities and insights that drive marketing strategy.
- Support manager in creating presentations to communicate brand performance to marketing leadership and departmental stakeholders.
- Organizational Representative: Present the global ministry of Wycliffe and encourage interested individuals and churches to participate in this work. Maintain an exemplary standard of ethics and conduct that reflects biblical principles.

## Knowledge, Skills and Abilities:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Spiritual Bona Fide Occupational Qualification (BFOQ): Demonstrates desire and ability to support corporate Biblical and religious goals and participate in regular work related spiritual activities without mental reservation.
- Thorough understanding of email/web/social media marketing analytics, measurement, testing and data mining.
- Comfortable with hands-on involvement with data retrieval, manipulation, analysis and insight generation.
- Excellent communication, interpersonal, presentation, analytical and problem solving skills.
- Proven ability to learn on the job and keep up to date on changing trends in data analytics.
- Proven ability to analyze and interpret large volumes of data and communicate insights in an understandable and actionable way.
- Ability to work independently with little direction and take initiative.
- Ability to prioritize, meet deadlines and manage multiple tasks.
- Strong organizational and critical thinking skills and thorough, accurate and detail-oriented with the ability to work independently and within a team.
- Knowledge of Pardot marketing automation software and Salesforce CRM software.

**Education and Experience:**

- Bachelor's degree plus at least three years of experience in marketing, computer science, math, statistics and/or business; or an equivalent combination of education, training and experience.
- Demonstrated experience with digital marketing strategy and pay-per-click advertising.
- Demonstrated experience using web analytics tools such as Google Analytics.
- Demonstrated experience with data visualization tools to build out reporting frameworks, design and construct dashboards. Knowledge of Google Data Studio, Microsoft Power BI and Tableau a plus.
- Previous multicultural, nonprofit and/or ministry experience is also helpful.

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# Marketing Project Manager

Full time

## Job Description Summary:

The Marketing Project Manager for Wycliffe USA is responsible for managing a diversified portfolio of mid- to high-level projects throughout the project lifecycle while providing expertise in project management and intermediate knowledge in marketing strategy to advance Bible translation.

The Marketing Project Manager serves to proactively understand client needs, facilitate solutions and work with the Marketing team to implement the outcomes of those solutions.

The minimum hourly rate for this position is \$23.00 per hour. The final offer will be considered based on the level of experience and skills for a successful candidate.

## Job Responsibilities

- Manages a portfolio of mid- to high-level marketing projects within department projects and production processes from concept through tactical execution and maintenance. This includes client and/or team interfacing, planning, scheduling, implementing and monitoring and controlling while effectively managing communications, stakeholders and quality.
- Lead efforts to facilitate solutions-based marketing strategies for assigned projects, while working in conjunction with cross-disciplinary and cross-functional teams to understand project goals and determine how best to achieve outcomes.
- Lead efforts to collect, synthesize, document and implement marketing solutions, project and product requirements and product specifications.
- Lead quality assurance efforts to drive optimal, high-quality products to achieve outcomes.
- Lead print production efforts to drive optimal results and quality. Including working closely with clients, designers and print vendors to identify solutions for print products.
- Facilitate strategy development, project planning and stakeholder meetings.
- Coordinate with vendors for production of print products.

## Minimum Skill Sets (KSAs):

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Strong communication and interpersonal skills.
- Strong problem solving, decision-making, time management and prioritization skills.
- Strong critical and strategic thinking skills with the ability to assess risk and environmental factors, and its impact on outcomes.
- Strong ability to accurately document and synthesize a large amount of details.
- Proven project management skills with ability to lead and influence the outcomes of others both directly and indirectly.
- Superior detail orientation skills and the ability to process large volumes of data and processes.

- Superior organizational skills and ability to juggle multiple projects in a fast-paced environment.
- Expertise in setting and managing stakeholder expectations at all levels of the organization.
- Ability to negotiate with others to reach agreements or solutions that meet internal needs.
- Confidence in presenting and explaining ideas to internal and external teams.
- Intermediate knowledge of marketing best practices and strategy.
- Intermediate knowledge of print management.
- Flexible and willing to adapt to changes of a fast-paced work environment.
- Spiritual Bona Fide Occupational Qualification (BFOQ): Demonstrates desire and ability to support corporate Biblical and religious goals and participate in regular work related spiritual activities without mental reservation.

**Minimum Education and Work Experience:**

- Bachelor's Degree in Business, Operations Management, Project Management, Marketing or related area of study plus three to five years of experience managing a portfolio of mid- to high-level projects, or an equivalent combination of education, training, and experience. Experience working with an agency or corporate marketing or advertising department preferred.

**Location:** USA - Florida - Orlando - Wycliffe USA Headquarters

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# Systems Analyst

Full time

## **Job Description Summary:**

The Systems Analyst plays a central role in achieving corporate strategic direction by coordinating technology, systems, initiatives, and solutions. The Systems Analyst is responsible for connecting, managing and sustaining enterprise systems at a technical level, including Salesforce (CRM) and Workday (HCM/Finance). Participating with leadership and coordinating technical staff in the optimization and enhancement of core business systems to empower the work of Bible translation worldwide. This role also performs software development up to one quarter of the time.

Limited remote work opportunities possible.

## **Job Responsibilities:**

- Assist with planning and execution of all phases of software engineering and development, including (but not limited to) system and application business and logical design, interface usability design, prototype deployment and evaluation, unit, system, and integration testing, solution rollout and production deployment as appropriate for the project.
- Implement system integrations, monitoring, optimization, and enhancements, including required data analysis.
- Provide software support for existing custom applications related to cross-system integrations and automation.
- Coordinate technical resources, internal and external.
- Create effective project communication plans and ensure their execution, including meetings with stakeholders regarding deliverables, issues, and decisions.
- Ensure high availability of enterprise systems and integrations.
- Analyze, define, and document requirements, specifications, and tasks necessary to achieve project goals to support the strategic direction of the organization.
- Identify and mitigate project risks within the overall ERP (enterprise resource planning) context, including data security, quality, and timeframe.
- Meet with project team members to identify and creatively resolve issues.
- Prepare status reports by gathering, analyzing, and summarizing relevant information.
- Facilitate change requests and interventions to ensure project goals are achieved and that all parties are informed of the impacts on schedule and scope.
- Conduct post project evaluation and identify successful and unsuccessful project elements.

## **Minimum Skill Sets (KSAs):**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Spiritual Bona Fide Occupational Qualification (BFOQ): Demonstrates desire and ability to support corporate Biblical and religious goals and participate in regular work-related spiritual activities without reservation.
- Technical Skills - Advanced degree of knowledge in ERP (CRM, HCM, Finance) systems, integration, data management, project/task management software. Informatica, MSSQL, Python, Salesforce and Workday skills or the ability to obtain.
- Communication Skills - Clear and effective verbal, presentation and written communication skills, especially for the purposes of documenting project plans, processes, status, schedules, deliverables, etc. Great listening skills. Ability to lead project, team or committee meetings.
- Attention to Detail - Work in a conscientious, consistent and thorough manner. Demonstrates concern for thoroughness and quality, verifying that work has met requirements and corporate objectives.
- Analytical Thinking - Synthesizes complex or diverse information, collects and researches data, uses intuition and experience to complement data, designs workflows and procedures.
- Business Perspective - Uses an understanding of business issues, processes, and outcomes to enhance business performance. Makes decisions that clearly support the business strategy (e.g., builds business cases for decisions/actions, takes a market perspective). Takes into account a longer-term and broader organization perspective.
- Motivation - Positive and optimistic attitude, focused and disciplined, with a prevailing view toward successfully fulfilling the business/operational needs of the organization.
- Time Management - Diligently plan, implement, monitor and complete projects, ensuring effective management of scope, resources, time, cost, quality, risk, and communications. Deliver quality results on time.

**Education and Experience:**

- Bachelor's degree plus training and three years in business/systems analysis and software development; or an equivalent combination of education, experience, and/or training.
- Informatica, MSSQL, Python, Salesforce and/or Workday experience is highly beneficial.

**Location:** USA - Florida - Orlando - Wycliffe USA Headquarters

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# Sign Language Interpreter

Full time

## **Job Description Summary:**

The Sign Language Interpreter provides interpreting services for Wycliffe Bible Translators USA, Global Partnerships, Executive team, wider teams, staff, partnerships and visitors. Provides a range of administrative assistance to department management and staff when not scheduled to interpret.

The Interpreter accepts responsibility for knowledge of, and adherence to the ethics of interpreting and the role of the interpreter, with particular emphasis applied to the maintaining of confidentiality. Along with demonstrated fluency in English and American Sign Language (ASL), the position requires the ability to adapt within an evolving work environment, and the ability to provide interpreting services that accurately reflect the qualifications and expertise of the Wycliffe USA and Global Partnerships.

## **Essential Job Duties:**

- Interprets and transliterates ASL and signed English into oral or written language for hearing individuals or others not conversant with sign language.
- Provides direction and integrative coordination in the planning, development, and implementation of a comprehensive interpreting services at Wycliffe USA and Global Partnerships. Provides support to the designated interpreters.
- Provides a range of assigned administrative services during hours not scheduled for interpreting. Assists in the coordination and administration of on-call interpreters as assigned in accordance with established policies and procedures.
- Supports the Executive team with initiatives that further accessibility across the Wycliffe USA and Global Partnerships including support of coordination of post production videos such as any Wycliffe Marketing or Common Framework training video content involving sign languages.
- Translates messages, live speeches, voice recordings and documents into English and/or ASL with careful attention to providing proper context, meaning, tone and technical wording.
- Honors outlined ethical codes to ensure sensitive and confidential information remains secure and protected.
- Identifies terms and words with conflicting meanings to determine which alternatives provide clarity and reflect the original purpose of the message. Consults dictionaries and terminology compilations to remain educated and current with the meaning of words and phrases
- Researches technological advances and evolving best practices as ways to improve accessibility across the organization. Finds solutions to growth opportunities and assists in the implementation of those solutions.
- Verifies, modifies and edits translations to compensate for discrepancies in technical terms and to assure that the final content is consistent with the original material.
- Analyzes audience members, reviews debriefs about what materials will be translated, and assesses how best to present the interpreted message.
- Documents changes to translated materials, and maintains an orderly method for filing data for reference later on.
- Coordinates sign language interpreters for vendors and partnership video production.

- Assists partner Bible translation organizations with interpreting, as appropriate, to support their communication needs including conferences and partnership meetings via video conferencing.
- Organizational Representative: Presents the global ministry of Wycliffe and encourages interested individuals and churches to participate in this work. Maintains an exemplary standard of ethics and conduct that reflects biblical principles.
- Schedule Requirements: Occasional early morning, evening and weekend events and meetings as required.
- Travel Requirements: Occasional travel, up to 15% of the time, dependent on home base location. Remain up to date on field security training for the assignment's travel requirements.
- Other Requirements: Must have a strong and reliable internet connection if working remotely.

**Minimum Skill Sets (KSAs):**

- Strong faith in Jesus Christ as Savior, God-honoring lifestyle and passion for the word of God and provision of the word of God to every people group in their own language.
- Physical Requirements: Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to provide interpretation services and to read printed materials and a computer screen; and good hearing, speech, and fine motor skills to communicate in person and over the telephone and to provide interpretation services. Sitting and/or standing for prolonged periods of time while providing interpreting services is required. Occasional walking is also required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, operate standard office equipment, and/or provide interpretation. Must occasionally bend, stoop, kneel, reach, push, and pull objects. Must be able to lift, carry, push, and/or pull materials and objects up to 15 pounds.
- Knowledge and working understanding of US culture as well as global communities, Wycliffe Global Alliance and SIL field environment.
- Ability to interpret and transliterate proficiently in ASL and Signed English. Ability to provide competent signed interpreting services in a variety of operational contexts.
- Understanding of effective communication concepts, tools and techniques; ability to effectively transmit, receive, and accurately interpret ideas, information, and needs through the application of appropriate communication behaviors. Ability to communicate effectively, both orally and in writing.
- Knowledge and understanding of the principles of ethical behavior set by the National Registry of Interpreters for the Deaf or BEI.

**Education & Experience:**

- Bachelor's degree plus at least three years of full-time interpreting experience and certification/licensure; or an equivalent combination of education, training and experience.
- Must possess exceptional ASL-to-English interpreting skills.
- Possession of Certification of Interpretation and Certificate of Transliteration (CI/CT) or National Interpreter Certification (NIC) from the Registry of Interpreters for the Deaf (RID) or BEI-Advanced or Master Level Certification or equivalent.

**Location:** USA - Florida - Orlando - Wycliffe USA Headquarters

**To Apply:** [https://wycliffe.wd1.myworkdayjobs.com/WUSA\\_Paid\\_Staff](https://wycliffe.wd1.myworkdayjobs.com/WUSA_Paid_Staff)

# Vice President for Human Resources

Full Time

## **Job Description Summary:**

The Vice President for Human Resources serves as part of the Operational Leadership Team and provides leadership to the Human Resources areas of Wycliffe Bible Translators. Responsible for assisting the Executive Vice President for People & Culture in carrying out the mission and vision of Wycliffe USA through helping develop organizational strategy, engaging with partner organizations, and contributing to the oversight of Wycliffe USA business operations.

## **Job Responsibilities:**

- Holds a cross-organizational perspective, looking to the effectiveness of the whole organization as well as that of Human Resources. Ensures alignment of operations to organizational strategy and values.
- Operates as a champion of organizational culture across Human Resources and ensures saturation of culture and cultural values throughout areas of responsibility.
- Partners and collaborates with the Executive Vice President and other leaders/stakeholders of People & Culture and Global Workforce Strategies on shared strategic initiative planning to advance the organization's mission, vision, and values, and to ensure alignment with organizational priorities.
- Oversees the development of Human Resources long-range planning, operational strategies, policies, programs, and services, regularly evaluating and adjusting as necessary for best outcomes.
- Leads HR senior directors along with additional areas of significant responsibility. Responsible for day-to-day operations of the organization, including team management, problem-solving, and the customer service experience.
- Engages in intentional efforts to mentor direct reports, emerging leaders, and underrepresented communities as possible. Ensures succession planning within areas of responsibility.
- Represents Wycliffe USA in domain-specific partnership relationships.
- Carries out change initiatives and holds the team accountable to changes.
- Develops communication and feedback mechanisms (including in-person visits) to connect with global staff, respond to their needs, and adjust ops as needed.
- Budget: collaborative discussion and debate; ensures allocation of resources that support organizational and department strategies.
- Participates in the annual strategic planning and budget process with the ELT and OLT. Works with areas of responsibility to ensure alignment with strategic and budget priorities.
- Provides spiritual leadership within the organization, including speaking on spiritual topics, modeling godly behaviors, and living out healthy and biblical spiritual rhythms.
- Supervisory Responsibilities: Coordinates supervisory responsibilities for 10-50 staff in accordance with the ministry's policies and applicable laws, including spiritual leadership, interviewing, hiring, training, planning, assigning and directing work, appraising performance, rewarding, and disciplining staff, addressing complaints, and resolving problems.
- Travel Requirements: Able to travel several times a year (approximately 10%), both domestically and internationally.

- Organizational Representative: Presents the global ministry of Wycliffe and encourages interested individuals and churches to participate in this work. Maintains an exemplary standard of ethics and conduct that reflects biblical principles.

**Minimum Skill Sets (KSAs):**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Spiritual Bona Fide Occupational Qualification (BFOQ): Demonstrates desire and ability to support corporate Biblical and religious goals and participate in regular work-related spiritual activities without reservation.
- Experience in leading and managing high-performance teams.
- Understands and is a champion for the mission and vision of Wycliffe USA internally and externally.
- Well-rounded in the knowledge of Wycliffe (USA, Global Partnerships and Global Alliance), SIL, Seed Company, and Bible translation and global missions, or acquire this knowledge within the first 12 months of assignment to this position.
- Exceptional change management skills. Experienced in managing organizational change.
- Exceptional interpersonal, verbal, and presentation, and written communication skills are essential.
- Demonstrated ability to delegate responsibilities and tasks to others.
- Exceptional ability to work and encourage others to work cross-functionally.
- Able to manage high levels of detail and to see complex initiatives through to the end.
- Has a high value for diversity, experience in working in diverse and cross-cultural environments, and the ability to function well cross-culturally in a variety of contexts.
- Has a high level of credibility and integrity.
- Models biblical servant leadership, prioritizing the Word and prayer in daily work and life, and leading from a position of service to all.
- Physical Abilities: While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; and talk and/or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.
- Technical Skills: Proficient with Microsoft Office Suite, Google Workspace, HCM systems (Workday), and video conferencing software.

**Education & Experience:**

- Advanced degree (Masters or above) plus at least 7 years of related experience, or equivalent combination of education, training, and experience. Senior-level human resources certification such as SHRM-SCP, SPHR, or GPHR is required. Nonprofit ministry experience is preferred.

**Location:** USA - Florida - Orlando - Wycliffe USA Headquarters

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# Global Health Services Specialist

Full Time

## Job Description Summary:

This position provides support to the Health Services medical staff (RN, APRN, MD) and other providers in infectious disease exposure evaluation and contact tracing (COVID-19) as well as infectious disease risk assessments (COVID-19) for staff serving in international roles or travel. In addition, this position supports the Health Services medical staff with health assessments performed for Wycliffe staff leaving for overseas assignments and returning from overseas assignments. Ability to work independently in stressful situations within protocols.

This is a full-time position working 40 hrs/week. Work schedule will be Monday through Friday from 8 am until 4:30 pm, with occasional additional hours and the possibility of occasional evening or weekend computer work from home.

## Major Job Responsibilities:

- Monitors and answers email and telephone inquiries including reported staff illness and potential infectious exposures. Ensures questions are answered appropriately or forwarded to the appropriate Health Services staff.
- Performs contact tracing duties for exposures involving the organization's worksite locations and sponsored activities.
- Explains information and recommendations regarding isolation and quarantine parameters with concern and empathy.
- Monitors cases for ongoing needs and disease clearance.
- Communicates staff isolation requirements to staff, manager, and HR representative.
- Maintains contact tracing documentation.
- Performs disease testing (eg. COVID PCR tests) as trained by Health Services medical staff.
- Consults with Health Services medical staff for infectious disease exposures/contact tracing outside of established protocols.
- Assists Health Services medical staff with administrative and communication tasks of health assessments performed for staff leaving for overseas assignments and staff returning from overseas assignments.
- Assists in maintaining organized medical records for the clinic.
- Participates as part of the team with other healthcare professionals under the supervision of the medical director, such as taking vitals and rooming patients as needed, with training. Assists with Orlando campus emergency response team (training, team development, AED administration) as needed.
- Maintains confidentiality and a professional appearance and manner.
- Organizational Representative: Presents the global ministry of Wycliffe and encourages interested individuals and churches to participate in this work. Maintains an exemplary standard of ethics and conduct that reflects biblical principles.

**Minimum Skill Sets (KSAs):**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.
- Spiritual Bona Fide Occupational Qualification (BFOQ): Demonstrates desire and ability to support corporate Biblical and religious goals and participate in regular work related spiritual activities without mental reservation.
- Physical Abilities: Regularly required to walk, sit, bend, or stand. Must be able to bend, stretch, twist, or reach out and frequently lift, push, pull or carry 5-25 lbs. Must frequently use fingers to grasp, move or assemble very small objects and make quick, precise adjustments to machine controls. Must be able to hold the arm and/or hand steady as needed to perform procedures. Close and color vision required. Must be able to understand the speech of another person and speak clearly so listeners can understand.
- Planning and Organizing: Knowledge of clinic best practices. Prioritizes, plans, and adjusts work activities, uses time efficiently, ensures optimal use of resources, sets goals and objectives, organizes or schedules other people and their tasks as needed, and develops realistic action plans.
- Communication: Listens and asks for clarification and responds well to questions. Able to write routine reports and correspondence.
- Interpersonal: Excellent and sensitive interpersonal, cultural sensitivity, and interviewing skills so they can build and maintain trust with patients and contacts. Exhibits tact and diplomacy, working ethically and with integrity. Works well with people, using Biblical principles to establish and maintain healthy God-honoring relationships. Treats people with respect. Keep commitments.
- Compassion: Genuinely cares about people and shows concern for their problems. Is available and ready to help. Sympathetic to the plight of others. Demonstrates real empathy with the joys and pains of others and shows sympathy to the plight of others.
- Customer Focus and Service: Committed to understanding and meeting the needs of internal and external customers in a prompt, courteous, and professional manner. Is concerned for patients' medical well-being. Meets challenges with resourcefulness.
- Safety and Security Standards: Complies with all organizational safety requirements and Wycliffe Standards of Conduct. Reports potentially unsafe conditions. Knowledge of CLIA regulations for the laboratory, HIPAA privacy regulations, biohazard safety, and OSHA regulations.
- Critical Judgement: Displays willingness to make decisions, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in the decision-making process, makes timely decisions. Most solutions and suggestions turn out to be correct and accurate when judged over time.

**Education & Experience:**

- Graduate of or candidate for associate's or bachelor's degree in a biological science plus at least two years of related experience; or an equivalent combination of education, training, and experience. Medical experience preferred. Missions experience is also beneficial. Ability to complete COVID-19 Contact Tracing online course upon hire.

**Location:** USA - Florida - Orlando - Wycliffe USA Headquarters

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