

Open Doors International is looking for a

# EXECUTIVE ASSISTANT TO THE CHIEF PROGRAMS OFFICER

Are you an experienced, organized and proactive Executive Assistant who thrives in a fast-paced, international environment? Do you enjoy supporting senior leaders and playing a key role in enabling teams to work effectively across different time zones and cultures? Then our team at ODI would love to hear from you!

We're looking for someone with excellent communication and interpersonal skills, who can confidently manage multiple priorities and handle sensitive information with discretion. You'll bring experience in executive-level support, coordinating complex calendars and meetings, preparing internal communications, and supporting reporting to senior stakeholders.

Reporting to the Chief Programs Officer, you'll play a key role in supporting the Global Field Leadership and Support Teams to stay connected and focused.

## YOUR KEY RESPONSIBILITIES

- Provide administrative and communications support to the Chief Programs Officer and Field Operations Team, managing complex calendars, coordinating international events, preparing reports and presentations, and serving as the key liaison with internal and external contacts.
- Ensure smooth office operations through expert budget tracking, correspondence management, and use of digital tools, including maintaining filing systems, supporting internal communications, and producing field updates and newsletters.

**Open Doors** is an international, interdenominational organization that supports Christians who are persecuted for their faith.

**Open Doors International** supports the worldwide organization with services such as Communications, Marketing, People & Culture, Advocacy, IT, Program Management, Finance and Global Research by working in a service-oriented way with teams and colleagues in countries with an Open Doors Development or Field office.

**Global Field Leadership & Support teams** at ODI work under the leadership of the Chief Programs Officer and consists of Regional Directors with Field Technical and Program Management specialists.

- Managing and coordinating special projects, and building strong relationships across different teams and departments to ensure smooth collaboration and information flow.
- Anticipating needs and proactively solving problems, helping CPO stay focused on strategic priorities and achieve organizational goals more effectively.

## YOUR PROFILE

- Committed Christian with a heart for the Persecuted Church.
- Holder of a degree, or equivalent in education plus experience in an office environment.
- Cross-culturally sensitive
- Excelling in office processes, related computer software and electronic communications tools.
- Well organized, efficient, self-motivated and proactive
- Flexible, servant-hearted and positive. Able to adapt approach to provide best support.
- Fluent in spoken and written English

## OUR OFFER

Working at Open Doors means that you are actively involved in serving the worldwide Persecuted Church. We offer you a versatile position in an international, dynamic environment, a professional team and the opportunity to grow professionally and personally. As a global organization we are used to combining working from home with working from the office and to have flexible working hours. This position is preferably based in countries with +2 and -2 GMT time zone.



## INTERESTED?

Please send your email with your resume and short motivation letter to the HR department of Open Doors International: [vacancy@od.org](mailto:vacancy@od.org) before 14<sup>th</sup> July 2025.

If you have questions about the position, please use this same email address. We will assess applications on a rolling basis.

*Open Doors expects its employees to behave with integrity and carefully consider the rights and interests of others.*