



Now Hiring: Office Administrator

播種國際事工 — Springs of Water International Ministries

Building Lives on Biblical Truth · Advancing Global Missions

Springs of Water International Ministries (SOWIM) is a cross-cultural discipleship ministry that builds lives on biblical truth and carries out the Great Commission through discipleship training. Our multimedia Bible study materials reach believers in more than 58 countries, with mission fields across several regions overseas. We are seeking a gifted and faithful co-worker to lead the ministry's day-to-day operations and administration — the steady hands behind the scenes that keep the gospel work moving forward.

Position Summary

The Office Administrator coordinates and supports the ministry's day-to-day operations across administration, financial stewardship, ministry services, and events, working closely with the team to see the ministry's vision carried out in daily practice. This position reports to ministry leadership and plays a key role in keeping the ministry running smoothly.

Key Areas of Responsibility

- **Operations & Administration:** Establish and maintain effective administrative processes and oversee the ministry's daily operations.
- **Financial Oversight:** Work with team members and professional advisors to oversee accounting and reporting, safeguarding financial integrity and nonprofit compliance.
- **Materials & Ministry Services:** Support the distribution of Bible study materials and related services, responding to ministry partners and users with warm, timely care.
- **Mission Coordination:** Support the administration, communication, and coordination of overseas mission efforts.
- **Donor Relations & Reporting:** Maintain communication with donors and ministry partners, sharing the ministry's vision and progress and ensuring related administrative follow-through.
- **Event Planning & Execution:** Oversee the ministry's key annual events and organize other gatherings and activities as needs arise.

Qualifications

- Experience in administration, operations, or office management (3+ years preferred)
- Fluent in both Chinese and English (spoken and written), able to communicate effectively with US-based and international co-workers
- A born-again Christian who shares SOWIM's vision for discipleship and the Great Commission
- Highly organized, detail-oriented, and dependable, with the ability to manage multiple projects and timelines
- Proficient with standard office software and online tools; experience with accounting or donor/customer management systems a plus
- Nonprofit or church/ministry administration experience preferred; background in outreach, marketing, or communications a plus

Position Details & How to Apply

- Full-time | Laguna Hills, California office | Compensation commensurate with experience
- Send your resume and a brief introduction (including your testimony of faith and ministry experience) to info@sowim.org with the subject line "Application — Office Administrator"

"For as the rain cometh down, and the snow from heaven, and returneth not thither, but watereth the earth, and maketh it bring forth and bud, that it may give seed to the sower, and bread to the eater." (Isaiah 55:10)