

WYCLIFFE BIBLE SERVICE OPPORTUNITY TRANSLATORS

Office Staff

"It is a great privilege to be part of a vision to give people groups, who are without the Word of God in their heart language, an opportunity to learn about the message of Jesus' love."

—Esther Penner, administrative assistant, Wycliffe Canada



For details of a number of specific opportunities visit <www.wycliffe.ca/help>.

THIS IS A TOP TEN
PERSONNEL NEED
THIS IS A TOP TEN



Partners in Bible Translation

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Would you like to play a key role in supporting the Bible translation task worldwide in a variety of practical ways? In order for personnel on the 'front lines' to do the actual Bible translation and language work, others are needed to do office duties that further the field effort. Perhaps the Lord is calling you into such a behind-the-scenes role.

The Need

Whatever most Christians think of when they consider personnel needs in Wycliffe—or any other mission organization for that matter—it probably isn't folks doing standard 9-5 jobs in an office. Yet staff working in home offices in Canada and the U.S., and dozens of countries overseas, are essential to the Bible translation task.

A whole range of office workers is needed in Wycliffe. Hundreds of vacancies exist for people in general administration, human resources, training and development, personnel care, communications and archiving roles. Each one can indirectly advance the work of getting God's Word into every language that still needs it.

What's Involved

Centre services/operations staff maintain buildings and equipment at Wycliffe centres, serve in group housing and dining facilities, act as centre hosts, or work in purchasing and shipping. *Administrative assistants* work with Wycliffe colleagues and national partners in a huge range of tasks ensuring correspondence is dealt with, records are kept, and that people and projects are cared for. As the first point of contact, *receptionists* greet staff and visitors, and answer direct phone calls to offices. *Personnel staff* process applications from people interested in serving with Wycliffe, help them get the right training and assignments and care for Wycliffe workers in ways that facilitate their ongoing ministry as healthy, prepared and sustained individuals. *Communications staff*—through various media—inform, challenge and encourage churches and individuals about involvement in the Bible translation task. *Library and museum personnel* maintain collections of reference materials valuable to Bible translation and to helping the communities we work with in many other ways.

Qualifications & Training

While some office-related roles require specific training and experience in a particular field, many simply demand servant-hearted, God-focused Christians who are competent, hard-working, computer-literate, organized, patient and teachable. Successful applicants will be required to raise financial support from interested friends, family and churches. Training and resources are provided for this.

There may be an important office position ready for you to fill somewhere in the world of Wycliffe. For more information, contact us today.

Translating Scripture, Transforming Lives