



**Nurses Christian  
Fellowship International**

## Nurses Christian Fellowship International seek Part Time Administrator

### **About NCFI:**

Nurses Christian Fellowship (NCFI) is an independent, non-denominational, non-governmental international professional and ministry organization with the international office located in Denver, Colorado USA. NCFI works to connect Christian nurses around the world to equip and encourage Christian nurses to integrate Biblical principles and Christ-centered values in clinical practice, leadership, education, and research.

NCFI works in six regions around the world and the official language is English.

### **What NCFI offers:**

- 20 hpr week position
- Working in a fellowship where we serve and collaborate with regional and national NCFI leaders and nurses from all over the world
- Being a part of an international organisation that is marked by unity in diversity through Christ and nursing
- Participate in the building up of the International Institute of Christian Nursing, in NCFI
- Work closely with the President of NCFI

### **NCFI seeks a person who can support and facilitate growth of the ministry of NCFI through the following attributes and skills**

- Takes initiative, can work independently, and is collaborative with member countries, NCFI Officers, and nurses from all over the world
- Is reliable in communication, speaks and writes English well, knows Spanish &/or another language
- Can work systematically with records and managing databases
- Assists with administrative aspects of special events such as courses and international conferences
- Able to keep financial records and work with the Treasurer to produce regular financial reports
- Preferably has some expertise and experience from health care and has some international exposure
- Has computer skills in using Word, Excel, Skype and online storage. Can work/learn to work with PayPal, NCFI Facebook, NCFI website, and design of materials
- Is in agreement with the NCFI Statement of Faith and adheres to NCFI policies.
- Interested in a long term commitment, until at least 2020
- Is willing to work on a contract as 'self-employed'

**Application process:**

**Please send your written application** with CV including education, work experience and present your computer skills, language skills, insight into health care, international exposure, motivation for the position and faith together with e-mail addresses to two reference persons to [information@ncfi.org](mailto:information@ncfi.org) before 30 June 2017

**Contact information:**

If you want more information about the NCFI Administrator, please contact the Tove Giske, the NCFI President at [information@ncfi.org](mailto:information@ncfi.org)

Information about NCFI can be found at the NCFI website at [www.ncfi.org](http://www.ncfi.org) and Facebook site <https://www.facebook.com/visit.ncfi/?fref=ts>