



## MINISTRY DESCRIPTION

**Title:** Community Events Administrative Assistant  
**Department:** Community Events  
**Reports to:** Community Events Project Manager

**Schedule:** Regular, full-time  
**FLSA:** Non-Exempt

### Ministry Function:

The Community Events Administrative Assistant supports the ministry of Convoy of Hope by providing administrative support to the CE department.

### Essential Duties and Responsibilities:

1. Work with Event Directors to help administrate the yearly calendar including:
  - a. Development of marketing & promotional materials.
  - b. Scheduling consultations with local pastors.
  - c. Overseeing communication from Community Event department.
2. Assist the events department in the administration of Signature Events
  - a. Material fulfillment.
  - b. Web site design based on existing templates.
  - c. Help with initial consultations with prospective cities.
3. Work with In Design to create promotional materials for event cities.
4. Help in the development of manuals & resources related to three event models.
5. As member of the Global Initiatives Team, supports other programs as assigned.
6. Provides primary lunch coverage of Patterson front desk.
7. All other duties as assigned.

### Required, Knowledge, Skills, and Abilities:

1. High School diploma or equivalent required.
2. 1+ year of office experience; Church and ministry experience preferred.
3. Ability to use a PC and software programs, including but not limited to Gmail, Word, Excel, and Adobe InDesign.
4. Strong organization skills and meticulous attention to detail.
5. Excellent written and verbal communication skills are necessary for tactful communication with pastors and community leaders.
6. Excellent grammar and punctuation skills are necessary for writing outreach reports and proofing correspondence.
7. Ability to accurately and methodically follow verbal directions and written processes.
8. Serve as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.
9. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
10. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

### Supervisory Responsibilities:

This position has no direct supervisory responsibilities.

Created: April 15, 2011  
Revised: December 10, 2013  
Updated: April 11, 2014  
Updated: March 30, 2017