



MINISTRY DESCRIPTION

Title: Convoy Women, Assistant
Department: Development
Reports to: Convoy Women, Director

Schedule: Regular, Part-time
FLSA: Non-exempt

Ministry Function:

The Convoy Women Assistant supports the ministry of Convoy of Hope by providing all aspects of administrative support to the Convoy Women Director on the Major Gifts team.

Essential Duties and Responsibilities:

1. Composes correspondence, compiles reports, word processing and spreadsheet creation.
2. Prepares materials for Convoy Women events.
3. Communicates with Convoy women who are engaging with Convoy of Hope.
4. Supports the Convoy Women Director with administrative tasks and other project management needs, as assigned.
5. Prepares monthly expense reports.
6. Maintain Convoy Women Director schedule.
7. All other duties as assigned.

Required, Knowledge, Skills, and Abilities:

1. Associate's degree or higher preferred, High School diploma or equivalent required.
2. 2+ years experience in an office setting required.
3. Proficient in the use of PC and software programs, including, but not limited to Gmail, Word, Excel and PowerPoint.
4. Strong organizational skills for handling several projects at one time. Must be detail-oriented with the ability to follow through without direct supervision.
5. Excellent interpersonal communication skills for dealing with staff, contractors, vendors, and donors.
6. 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.
7. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
8. 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:

May supervise volunteers related to Convoy Women activities and projects.