



MINISTRY DESCRIPTION

Title: Disaster Services Administrative Assistant
Department: Disaster Services
Reports to: DS - US Response Director

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

Ministry Function:

The Disaster Services Administrative Assistant provides support to the Disaster Services Directors with regard to administration, communications, data management, training and other projects as assigned. This position serves an alternate role during responses and is considered to be deployable.

Essential Duties and Responsibilities:

1. Serve as the frontline for receiving all assigned Disaster Services (DS) calls.
2. Respond to all assigned DS information inquiries as assigned.
3. Track DS program data and prepare summary reports to all levels of the organization as needed/requested.
4. Prepare and/or coordinate the preparation of all documentation as assigned (Communications requests, check requests, wire transfers, outbound forms, etc).
5. Assist with expense reporting, calendar scheduling, meeting planning & team communications.
6. Compile and upload monthly stats to the COH wiki.
7. Prepare situation reports, both daily and response and/or recovery related as needed.
8. During active responses, serves in the COHOC or deploys as assigned.
9. Upload and manage response data in Salesforce.
10. Assist with preparation of training materials as assigned.
11. As member of the US Program Team, supports other programs as assigned.
12. All other duties as assigned.

Required, Knowledge, Skills, and Abilities:

1. High School diploma or equivalent required.
2. 1+ year office experience required.
3. Church or compassion ministry experience preferred.
4. Excellent verbal and written communication skills for adequately conveying the program work of COH within the organization, partners and target audience.
5. Ability to use a MAC/PC and software programs, including but not limited to, Google Applications, Microsoft Office Suite and Salesforce.
6. Strong organizational skills and meticulous attention to detail.
7. Strong problem solving skills and the ability to remain calm under pressure and maintain tact in difficult situations.
8. Completion of a minimum of NIMS courses 100, 200, 700, and 800 prior to employment or within the first year of employment.
9. 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.
10. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.

11. 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, but may supervise Interns, Missionary Associates and/or volunteers within the Program as needed.

Created: December 7, 2016