



MINISTRY DESCRIPTION

Title: International Program Administrative Assistant
Department: International Program (IP)
Reports to: International Program Administrative Manager

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

Ministry Function:

The International Program Administrative Assistant supports the ministry of Convoy of Hope (COH) by providing administrative support to the International Program department as a whole, with the primary responsibility of assisting the Vice President and Senior leadership of International Program.

Essential Duties and Responsibilities:

1. Acts as point of contact for the Vice President, Deputy Vice President, and Senior leadership of International Program.
2. Coordinates all travel arrangements for the Vice President, Deputy Vice President, and Senior leadership of International Program in cooperation with the COH Travel department.
3. Supports the Vice President, Deputy Vice President, and Senior leadership of International Program with team communications and meeting planning.
4. Maintains calendars and schedules for the Vice President, Deputy Vice President, and Senior leadership of International Program.
5. Prepares expense reports for the Vice President, Deputy Vice President, and Senior leadership of International Program.
6. Sorts and responds to all assigned International Program inquiries via web referral, mail, and phone.
7. Works to assist International Program team members with time sensitive or high volume projects as needed.
8. Provides support and facilitates team activities as requested by and in close collaboration with the VP of International Program.
9. Provides backup coverage of Patterson front desk as needed.
10. Interacts with staff at all levels of the organization in a gracious and supportive manner.
11. All other duties as assigned.

Required Knowledge, Skills, and Abilities:

1. High School diploma or equivalent required.
2. 2+ years of relevant work experience.
3. Ability to use Macintosh equipment and software programs, including but not limited to Microsoft Outlook, Word, Powerpoint, and Excel.

4. Significant cultural understanding and respect in maintaining vital relationships while managing confidential information in a professional manner.
5. Strong organizational skills, meticulous attention to detail, and ability to multi-task and manage deadlines.
6. Excellent grammar skills are necessary for proofing reports, presentations and correspondence.
7. Ability to work independently, resourcefully and to own initiative, with flexibility to changing priorities and an eagerness to learn.
8. Ability to manage information in a confidential manner.
9. Works with optimism, humor and flexibility, commitment to help and support in a fast pace, fast changing environment.
10. Serves 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.
11. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
12. 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: November 17,2017

Updated: November 27, 2017