



MINISTRY DESCRIPTION

Title: RC Administrative Manager
Department: Rural Compassion
Reports to: Senior Director, Rural Compassion

Schedule: Regular, Full-time
FLSA: Exempt

Ministry Function:

The Coordinator supports the ministry of Convoy of Hope by working with the Rural Compassion (RC) staff and other program areas. This position serves to lead the RC team and helps the team with efforts regarding supporting rural ministry across the US. This position serves to assist the Senior Director by organizing and administrating areas of service within the initiative.

Essential Duties and Responsibilities:

1. Manages department activity, meetings and departmental deadlines.
2. Directs RC team meetings and activities and provides oversight to church care network coordinators.
3. Provide oversight to volunteer and RC staff as assigned.
4. Represents the interests of RC in meetings when Senior Director is not available.
5. Secondary signature on needed departmental expenses/approval forms.
6. Work in conjunction with the Senior Director on managing the RC activity, calendar/schedule, budget, department reports and stats. Track and communicate inbound/outbound RC program information for U.S. Program in a timely fashion.
7. Help lead the effort to fully document and build-out departmental processes.
8. As member of the U.S Team, support other programs as assigned.
9. All other duties as assigned.

Required, Knowledge, Skills, and Abilities:

1. Bachelor's degree preferred; High School diploma or equivalent required.
2. Prior compassion ministry experience preferred.
3. Excellent verbal and written communication skills for adequately conveying the work of COH to outside constituencies.
4. Ability to use a PC/Mac and software programs, including but not limited to Microsoft Word and Excel and Google Office.
5. Leadership and organization skills at the level needed to effectively lead a team of diverse individuals under stressful conditions.
6. Strong organizational skills for handling several projects at one time.
7. Excellent interpersonal communication skills for dealing with teammates, pastors, volunteers, contractors and disaster survivors.
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 directly supervises the Resource Assistant, Support Services Coordinators and volunteers as needed.

Created: 11/17/16