



MINISTRY DESCRIPTION

Title: feedONE/Marketing Administrative Assistant

Schedule: Regular, Part-time

Department: feedONE

FLSA: Non-exempt

Reports to: Executive Director - feedONE/Integrated Marketing

Ministry Function:

The feedONE/Marketing Administrative Assistant supports the ministry of Convoy of Hope by assistance with all aspects of administrative support & project management for the feedONE and Marketing team(s).

Essential Duties and Responsibilities:

1. Acts as point of contact for the Executive Director - feedONE/Marketing, including but not limited to:
 - a. Calendar
 - b. Prep for departmental meetings
 - c. Project management
 - d. Detailed follow-up on projects assigned by Supervisor.
 - e. Liaison to Communications and Innovation
2. Responsible to demonstrate sound decision making ability on behalf of the Executive Director - feedONE/Marketing ensuring project deadlines are managed and met as assigned.
3. Composes correspondence, compiles reports, word processing and spreadsheet creation.
4. Coordinates in cooperation with the Travel Manager all travel arrangements for the Executive Director - feedONE/Marketing and other feedONE team members.
5. Coordinates all feedONE weekend kit disbursement and delivery to church, corporate and campus fundraisers.
6. Maintain department & public calendars and schedules.
7. Manages confidential information in a professional manner.
8. Interacts with staff at all levels of the organization in a gracious and supportive manner.
9. All other duties as assigned.

Required, Knowledge, Skills, and Abilities:

1. Bachelor's degree preferred, High School diploma required.
2. 2+ years previous experience in assisting executive level positions.
3. Ability to use a 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 contractors, vendors, and donors.
6. Excellent written and verbal communication skills.
7. Experience working with confidential material.
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 30, 2017