



MINISTRY DESCRIPTION

Title: feedONE Administrative Assistant
Department: Creative Communications
Reports to: Executive Director - feedONE

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

Ministry Function:

The feedONE Administrative Assistant supports the ministry of Convoy of Hope by assistance with all aspects of administrative support & project management for the feedONE team.

Essential Duties and Responsibilities:

1. Acts as point of contact for the Executive Director(s)- feedONE, including but not limited to:
 - a. Calendar
 - b. Prep for donor meetings
 - c. Project management
 - d. Detailed follow-up on projects assigned by Supervisor(s).
2. Responsible to demonstrate sound decision-making ability on behalf of the Executive Director(s) 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(s) and other team members.
5. Maintain department & public calendars and schedules.
6. Prepares expense reports for the Executive Director(s).
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 or equivalent 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: December 7, 2011

Revised: August 2, 2013

Updated: February 8, 2017