



MINISTRY DESCRIPTION

Title: Global Training Administrative Assistant
Department: Global Training
Reports to: Exec Dir & Sr Dir Global Training

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

Ministry Function:

The Global Training Administrative Assistant supports the ministry of Convoy of Hope by providing administrative support to the offices of the Executive Director (ED) and Senior Director (SD) of the Hope Network. In this role, qualified applicant will provide administrative management for the ED and SD.

Essential Duties and Responsibilities:

1. Assists and reviews all travel arrangements for the team.
2. Updates the out-of-office calendar with team members' time off and tracks time off.
3. Communicates daily with team to confirm administrative tasks are in order.
4. Orders and stocks workroom with needed supplies and assures equipment maintenance or issues are managed.
5. Plans, coordinates and assists team retreats, catering, at-home week events.
6. Assists with the preparation of training materials as assigned.
7. Serve as the frontline for receiving all calls.
8. Track data and prepare summary reports to all levels of the organization as needed/requested.
9. Assist with expense reporting, calendar scheduling, meeting planning & team communications.
10. Compile and upload monthly stats.
11. Serves as a liaison between Hope Network team and other teams, vendors and freelancers.
12. Utilizes various project management systems including Basecamp and Google Docs.
13. All other duties as assigned.

Required, Knowledge, Skills, and Abilities:

1. High School diploma or equivalent required, Bachelor's degree preferred.
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 proficiently use a MAC/PC and software programs, including but not limited to, Google Applications, Microsoft Office Suite and Salesforce and Basecamp.
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. 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, but may supervise Interns, Missionary Associates and/or volunteers within the Program as directed.

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