



MINISTRY DESCRIPTION

Title: US Program Administrative Manager
Department: US Program (USP)
Reports to: Senior VP, US Program & Disaster Services

Schedule: Regular, Full-time
FLSA: Exempt

Ministry Function:

The US Program Administrative Manager supports the ministry of Convoy of Hope by providing administrative support to SVP or U.S. Program and to the ongoing program efforts of US Program. The USP Administrative Manager may also represent the department in meetings and provide project coordination with other departments within Convoy of Hope.

Essential Duties and Responsibilities:

1. Provide lead administrative support to SVP of US Program.
2. Demonstrates independent decision-making ability on behalf of the Senior Vice President of US Program & Disaster Services - providing leadership and oversight of assigned projects, assuring deadlines are met and collaborating with appropriate staff.
3. Provide administrative support to U.S. Operations relating to daily activity and workflow.
4. Assists U.S. Leadership Team with communications, and assuring that they can obtain necessary resources or information in a timely fashion.
5. Serve as communications lead to ensure information shared is vetted and properly accounted for.
6. Track and communicate inbound/outbound U.S. Program information for department in a timely manner.
7. Manage, update and finalize reports, stats, calendars and web information for program areas as needed.
8. Assist with coordination of U.S. Program budget expense reporting.
9. Provide administrative support to U.S. Program department areas as assigned.
10. Coordinate travel arrangements for SVP & U.S. Program staff as assigned.
11. Plan, coordinate and assist in US Program event planning, catering, presentation materials and providing for the needs of the attendees.
12. As member of the US Program Team, support other programs as assigned.

Required, Knowledge, Skills, and Abilities:

1. Bachelor's degree preferred; High School diploma or equivalent required.
2. 2+ years office management experience preferred.
3. Ability to use Mac/PC software programs, including but not limited to G-mail, Microsoft Word, PowerPoint and Excel proficiently.
4. Excellent verbal and written communication skills for conveying the program work of CoH within the organization, partners, and target audience.
5. Strong organizational skills, ability to handle concurrent, multiple job tasks with exceptional abilities to manage details
6. Excellent interpersonal communication and relational skills.
7. Ability to write and maintain a website.
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 may have direct supervisory responsibilities of staff or volunteers as assigned.

Created: August 30, 2013
Revised: January 10, 2018