



MINISTRY DESCRIPTION

Title: Partner Relations Administrative Assistant
Department: Development
Reports to: VP Development Resources

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

Ministry Function:

The Development Resource Administrative Assistant supports the ministry of Convoy of Hope by providing administrative support and office coordination to the Development Resource (DR) team.

Essential Duties and Responsibilities:

1. Provides administrative support for the Development Resource team.
2. Maintains team calendars and schedules.
3. Prepares expense reports for the Major Gifts and DR team.
4. Coordinate all travel arrangements for the Major Gifts and DR team.
5. Execute and coordinate all aspects related to At Home Week for the Development Team.
6. Assist team with developing and maintaining policies and procedures for DR team tasks.
7. Execute and coordinate logistics for hosting meetings.
8. Communicates with event attendees on behalf of DR Team.
9. Assist with preparation of materials and packets for Development events.
10. Prepares agendas and takes meeting minutes as assigned.
11. Orders and stocks workroom with necessary supplies.
12. Helps coordinate logistics on end of year Christmas donor gifts for Development team.
13. Works to assist Development Resource team members with time sensitive or high-volume projects as needed.
14. All other duties as assigned.

Required, Knowledge, Skills, and Abilities:

1. High School diploma or equivalent required; Bachelor's degree preferred.
2. 2+ years experience in an office setting required.
3. Prior experience using Salesforce is preferred.
4. Demonstrates excellent verbal and written communication skills to adequately convey the work of COH within the organization and to partners.
5. Strong organizational skills for handling several projects at one time. Must be detail oriented with the ability to work with limited supervision.
6. Proficient in the use of Mac and software programs, including, but not limited to Google and Microsoft Suites.
7. Ability to manage information in a confidential matter.
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: 5/2/18