



MINISTRY DESCRIPTION

Title: Travel Administrative Assistant
Department: Administration
Reports to: Travel Director

Schedule: Regular, Part-time
FLSA: Non Exempt

Ministry Function:

The Travel Administrative Assistant supports the ministry of Convoy of Hope by administrative support for the travel team. This position performs various administrative duties and works closely with the travel team.

Essential Duties and Responsibilities:

1. Collecting and processing travel forms. Maintaining the travel form database.
2. Responsible for purchasing travel insurance and maintaining necessary documentation.
3. Reconcile travel credit card statements/maintain related reporting.
4. Process background checks.
5. Services direct bills with local hotels.
6. General Administrative support for travel team.
7. All other duties as assigned.

Required, Knowledge, Skills, and Abilities:

1. Bachelor's degree preferred; High School diploma or equivalent required.
2. 3+ years administrative assistance experience preferred; 1+ years administrative assistance experience required.
3. Exceptional communication skills, both verbally and in writing.
4. Ability to pay close attention to details.
5. Strong organizational skills for handling several projects at one time.
6. Ability to maintain utmost confidentiality in dealing with sensitive issues.
7. Ability to use a PC and software programs, including but not limited to Microsoft Outlook, Word, and Excel.
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 supervise volunteers.