



MINISTRY DESCRIPTION

Title: Church Relations Administrative Assistant
Department: Development Resources
Reports to: VP, Development Resources

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

Ministry Function:

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

Essential Duties and Responsibilities:

1. Acts as point of contact for Church Relations team members, including but not limited to:
 - a. Calendar
 - b. Prep for meetings
 - c. Project management
 - d. Donor communications
 - e. Detailed follow-up on projects assigned by Supervisor.
2. Responsible to demonstrate sound decision-making ability as assigned ensuring project deadlines are managed and met.
3. Composes correspondence, compiles reports, word processing and spreadsheet creation.
4. Maintain department & public calendars and schedules.
5. Prepares expense reports for the Church Relations' Executive Directors and others.
6. Provides support for Church Relations events and trips as directed by supervisor.
7. Works to assist team members with time sensitive or high volume projects as needed.
8. Manages confidential information in a professional manner.
9. Interacts with staff at all levels of the organization in a gracious and supportive manner.
10. 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 or demonstrated ability to thrive in a similar environment.
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: 11/16/18