



MINISTRY DESCRIPTION

Title: Administration Project Manager
Department: Administration
Reports to: Vice President-Administration

Schedule: Regular, Full-time
FLSA: Exempt

Ministry Function:

The Administration Project Manager supports the ministry of Convoy of Hope by assisting the Vice President-Administration with ongoing and special projects.

Essential Duties and Responsibilities:

1. Responsible for processing vehicle and inland marine insurance claims.
2. Assist with maintaining logs and documents for domestic and international vehicles, contractors equipment, inland marine equipment, etc.
3. Responsible for maintaining trademark records and certificates.
4. Assist with maintaining MOU records and documents.
5. Responsible for obtaining requested certificates of insurance.
6. Responsible for providing assumption of risk forms and personal travel affidavits.
7. Responsible for COH's international travel tracking system.
8. Assist with other risk management duties as requested.
9. Serve on COH's safety committee and assist with committee actions.
10. Provide administrative support including calendar invitations, event set-up, filing, data entry, research, scheduling meetings and other administrative duties as assigned.
11. All other duties as assigned.

Required, Knowledge, Skills, and Abilities:

1. Bachelor's degree preferred; High School diploma or equivalent required.
2. 2+ years experience in office and/or project management; insurance/risk management experience preferred.
3. Ability to pay close attention to details.
4. Strong organizational skills for handling several projects at one time.
5. Excellent interpersonal communication skills for dealing with vendors and staff.
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:

None at this time.