



## MINISTRY DESCRIPTION

**Title:** Convoy:Women Administrative Assistant  
**Department:** Development  
**Reports to:** Convoy:Women, Director

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

### **Ministry Function:**

The Convoy:Women Administrative Assistant supports the ministry of Convoy of Hope by providing all aspects of administrative support to the Convoy Women Team.

### **Essential Duties and Responsibilities:**

1. Prepares monthly expense reports for Convoy:Women Director and Convoy:Women Personal Assistant.
2. Tracks invoices and reports for Party2Empower events.
3. Maintains inventory and tracks store sales for the Convoy:Women store. Set up/tear down of Convoy:Women store for special in-house events.
4. Responsible for correspondence and special gift mailings for Convoy:Women Director. Provide proper tracking of gift activity on Salesforce.
5. Manages and tracks all printed Convoy:Women materials. Works with Communication to create and order materials as needed.
6. Works with Convoy:Women Personal Assistant to plan special events as needed.
7. Assists the Convoy:Women Director for Mid-Range Donor parties, including prep, ordering food, room set-up and all needed materials for team.
8. Responsible for logging activity on Salesforce for Convoy:Women event registrations
9. All other duties as assigned.

### **Required, Knowledge, Skills, and Abilities:**

1. Associate degree or higher preferred, High School diploma or equivalent required.
2. 2+ years' experience in an office setting required.
3. Proficient in the use of 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 staff, contractors, vendors, and donors.
6. 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.
7. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
8. 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:**

May supervise volunteers related to Convoy Women activities and projects.

Revised: December 20, 2018