



## MINISTRY DESCRIPTION

**Title:** Administrative/Project Coordinator  
**Department:** Executive  
**Reports to:** Chief of Staff

**Schedule:** Regular, Full-Time  
**FLSA:** Exempt

### **Ministry Function:**

The Executive Assistant Project Coordinator supports the ministry of Convoy of Hope (COH) by providing administrative support to the Executive Office, with the primary responsibility of assisting the Chief of Staff. Additionally, the Executive Assistant Project Coordinator engages in project coordination in support of International Program at the direction of the Chief of Staff.

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

1. Acts as point of contact for the Chief of Staff.
2. Coordinates all travel arrangements for the COS in cooperation with the COH Travel department.
3. Supports the COS with communications, information gathering, and meeting planning.
4. Maintains calendars and schedules for the COS.
5. Prepares expense reports for the COS.
6. Sorts and responds to all assigned COS inquiries.
7. Works to assist Executive Office with time sensitive or high-volume projects as needed.
8. Provides support and facilitates team activities as requested by and in close collaboration with the COS.
9. Interacts with staff at all levels of the organization in a gracious and supportive manner.
10. Assists COS with speaking engagements and all necessary tasks associated.
11. Engage in project coordination, including project executive and management of project timelines and deliverables as assigned.
12. All other duties as assigned.

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

1. High School diploma or equivalent required.
2. 2+ years of relevant work experience required.
3. Ability to use Macintosh equipment and software programs, including but not limited to Microsoft Outlook, Word, Powerpoint, and Excel.
4. Significant cultural understanding and respect in maintaining vital relationships while managing confidential information in a professional manner.
5. Strong organizational skills, meticulous attention to detail, and ability to multi-task and manage deadlines.

6. Excellent grammar skills are necessary for proofing reports, presentations and correspondence.
7. Ability to work independently, resourcefully and to own initiative, with flexibility to changing priorities and an eagerness to learn.
8. Ability to manage information in a confidential manner.
9. Works with optimism, humor and flexibility, commitment to help and support in a fast-paced, fast-changing environment.
10. Serves 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.
11. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
12. 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: April 10, 2018

Updated: November 29, 2018