



MINISTRY DESCRIPTION

Title: Conformity Coordinator
Division: Program
Working Group: International Program
Reports to: Administration and Field Support Manager

Schedule: Regular, full-time
FLSA: Exempt

Ministry Function:

The Conformity Coordinator supports the ministry of Convoy of Hope by providing support and coordination of conformity functions within the International Program (IP).

Essential Duties & Responsibilities:

1. Create and maintain the processes and documentation required for day-to-day coordination of conformity tasks related to International Human Resources (IHR), Finance, and Legal/Administration functions.
2. Liaison with IHR, Finance, and Administration to facilitate the country conformity process under the direction of the Country Launch & Conformity Director (CLCD).
3. Maintain conformity related documentation, calendars, and database.
4. Assist the CLCD with country conformity research and field staff training, as needed.
5. Coordinate and facilitate communication between field offices and IP regarding maintenance of conformity records.
6. Ensure confidentiality of information, documentation, and assigned records.
7. Coordinate the development of systems and processes related to assigned job functions.
8. Coordinate the planning and implementation of assigned projects.
9. All other duties as assigned.

Required Knowledge, Skills & Abilities:

1. Bachelor's degree in a relevant field strongly is preferred; high school diploma or equivalent is required.
2. 2+ years of relevant experience is preferred; international work experience is strongly preferred.
3. Position based in Springfield, Missouri.
4. Significant cross-cultural understanding and awareness is required to handle sensitive issues and maintain vital relationships.
5. Problem-solving skills and ability to develop processes and systems.
6. Demonstrated organizational skills, ability to be detailed oriented and to follow through.
7. Exceptional written, oral, interpersonal, presentation and computer skills.
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.

Created: 7/30/20

Revised: