



MINISTRY DESCRIPTION

Title: Hope Education Network Administrative Assistant

Division: Network

Working Group: Hope Education Network

Reports to: Hope Education Network Program Manager

Schedule: Regular, part-time

FLSA: Non-exempt

Ministry Function:

The Hope Education Network Administrative Assistant plays a central role in the smooth operations of the Hope Education Network. This role supports the Executive Director and the Program Manager through office and administrative activities.

Essential Duties & Responsibilities:

1. Provides administrative support and office assistance to Executive Director and Program Manager as requested.
2. Maintains department calendars and schedules.
3. Prepares expense reports for the Hope Education Network department.
4. Coordinates all travel arrangements for the department.
5. Assists with preparation for At Home Week, board meetings, university presentations, conferences, and university updates for the department.
6. Executes and coordinates logistics for hosting meetings.
7. Communicates with university representatives on behalf of the department as needed.
8. Assists with preparation of materials and packets for Hope Education Network events.
9. Prepares agendas and takes meeting minutes as assigned.
10. Orders and stocks necessary supplies.
11. Updates shared drives meticulously with developed courses, contracts, presentations, and agendas.
12. Assists with communication to contacts from website as needed.
13. Assists with tracking progress of department projects, such as course development, university communications, and team task reminders, through regular departmental communication and software including but not limited to Monday.com.
14. Other duties as assigned.

Required Knowledge, Skills, and Abilities:

1. Bachelor's degree is strongly preferred, high school diploma or equivalent is required.
2. 2+ years' experience in an office setting required.
3. Proficient in the use of Mac and software programs, including but not limited to Google and Microsoft Suites.
4. Strong organizational skills for handling several projects at one time and meticulous attention to detail.
5. Demonstrates excellent verbal and written communication skills to adequately convey the work of Convoy of Hope within the organization and to partners.
6. Excellent grammar and punctuation skills for correspondence with universities and occasional assistance with material development.
7. Ability to accurately and methodically follow verbal directions and written processes.
8. Ability and willingness to travel domestically, very rarely.

9. 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.
10. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
11. 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: 09/03/2019

Revised: 06/23/2020