



MINISTRY DESCRIPTION

Title: Regional Leader Project Coordinator

Division: Program

Working Group: International Program

Reports to: Administration & Field Support Manager

Schedule: Regular, full-time

FLSA: Exempt

Ministry Function:

The Regional Leader Project Coordinator supports the ministry of Convoy of Hope by providing administrative support and project coordination to International Program Regional Leaders (RL).

Essential Duties & Responsibilities:

1. Coordinate all travel arrangements for the RLs in cooperation with Convoy of Hope's Travel team.
2. Support the RLs with communication, information gathering, and meeting planning.
3. Prepare expense reports, cash advances, and check requests for RLs.
4. Work to assist RLs with time-sensitive or high-volume projects as assigned.
5. Engage in project coordination, including project execution and management of project timelines and deliverables.
6. All other duties as assigned.

Required Knowledge, Skills & Abilities:

1. Bachelor's degree is preferred; high school diploma or equivalent is required.
2. 2+ years of relevant work experience.
3. Ability to use Macintosh equipment and software programs, including Outlook, Word, PowerPoint, Excel, and Google Suite.
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 multitask and manage deadlines.
6. Excellent grammatical 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. Work with optimism, flexibility, and a commitment to help and support in a fast-paced, fast-changing environment.
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: March 10, 2020

Updated: June 15, 2020