



## MINISTRY DESCRIPTION

**Title:** International Program Administrative Manager

**Division:** Global Program

**Working Group:** International Program

**Reports to:** Vice President - International Program

**Schedule:** Regular, full-time

**FLSA:** Exempt

### **Ministry Function:**

The International Program Administrative Manager supports the ministry of Convoy of Hope by providing administrative support to the Vice President of International Program and the Global Operations Leader. Additionally, the Administrative Manager engages in project coordination in support of the International Program.

### **Essential Duties & Responsibilities:**

1. Acts as point of contact for the Vice President of International Program and Global Operations Leader. This includes but is not limited to:
  - a. Calendar/schedules.
  - b. Meeting planning/preparation.
  - c. Project management.
2. Responsible for demonstrating sound decision-making ability on behalf of Vice President of International Program and Global Operations Leader, ensuring detailed project deadlines are managed and met as assigned.
3. Coordinates all travel arrangements for the Vice President of International Program and Global Operations Leader in cooperation with the Convoy of Hope Travel team.
4. Composes correspondence, compiles reports, and creates word processing documents and spreadsheets for leadership.
5. Prepares expense reports for the Vice President of International Program and Global Operations Leader.
6. Sorts and responds to all assigned Vice President of International Program and Global Operations Leader inquiries.
7. Works to assist International Program with time-sensitive or high-volume projects as needed.
8. Provides support and facilitates working group activities as requested by, and in close collaboration with, the Vice President of International Program and Global Operations Leader.
9. Interacts with staff at all levels of the organization in a gracious and supportive manner.
10. Assists the Vice President of International Program and Global Operations Leader with speaking engagements and all necessary associated tasks.
11. Engages in project coordination, including project execution and management of project timelines and deliverables as assigned.
12. Assists the Vice President of International Program as primary note taker and coordinator with International Program Operations meetings.

13. Coordinates specific and timely projects emerging from International Program Operations and Global Operations team meetings.
14. All other duties as assigned.

**Required Knowledge, Skills & Abilities:**

1. Bachelor's degree is preferred; high school diploma is required.
2. 3+ years' experience in office administration or equivalent previous experience in assisting executive level positions and ability to thrive in similar environment.
3. Ability to use PC/Mac software programs, including but not limited to Microsoft Office Suite and Google Business.
4. Significant cultural understanding and respect in maintaining vital relationships while managing confidential information in a professional manner is required.
5. Strong organizational skills, meticulous attention to detail, and ability to multi-task and manage deadlines.
6. Ability to manage information in a confidential manner.
7. Excellent verbal and written communications skills are necessary for proofing reports, presentations and correspondence.
8. Ability to work independently, resourcefully and to own initiative, with flexibility to changing priorities and an eagerness to learn.
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: December 7, 2020