Title: Network Relations Administrative Assistant  
Schedule: Regular, part-time  
Division: Network  
FLSA: Non-exempt  
Working Group: Network Relations  
Reports to: Network Relations Administrative Manager  

Ministry Function  
The Network Relations Administrative Assistant supports the ministry of Convoy of Hope by assisting with all aspects of administrative support, event support, and project management for the Network Relations working group.

Essential Duties and Responsibilities  
1. Acts as the point of contact for Network Relations team members, including but not limited to:
   a. Calendars.  
   b. Preparation for meetings.  
   c. Project management.  
   d. Donor communications.  
   e. Detailed follow-up on projects assigned by Supervisor.

2. Demonstrates sound decision-making ability as assigned, ensuring project deadlines are managed and met.

3. Composes correspondence, compiles reports, word processing and spreadsheet creation.

4. In cooperation with the Travel Manager, coordinates all travel arrangements for Network Relations team members.

5. Prepares expense reports for Network Relations directors.

6. Works to assist team members with time-sensitive or high-volume projects as needed.

7. Manages confidential information in a professional manner.

8. Interacts with staff at all levels of the organization in a gracious and supportive manner.

9. 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 previous experience in assisting executive level positions or the demonstrated ability to thrive in a similar environment.
3. Ability to use a PC and software programs, including but not limited to Gmail, Word, Excel, and PowerPoint.
4. Strong organizational skills for handling several projects at one time. Must be detail-oriented with the ability to follow through without direct supervision.
5. Excellent interpersonal communication skills for dealing with contractors, vendors, and donors.
6. Excellent written and verbal communication skills.
7. Experience working with confidential material.
8. 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.
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**
This position has no direct supervisory responsibilities.