



JOB DESCRIPTION

Date: May 28, 2018

Position: Administrative Assistant

Reports to: Vice President, Asia Pacific & Latin America

FLSA Status: Non-Exempt

Work Hours: Part-Time (15 hrs./wk.)

Short Description: The Administrative Assistant will provide administrative functions to support the Vice President, Asia Pacific & Latin America. Major areas of assistance include: travel logistics and itineraries, communication, expense reporting, and e-mail management.

Responsibilities:

General

- Coordinate meetings and calendars for VP both in NYC and outside of NYC
 - Plan schedule for time in NYC ensuring a space to meet, appropriate meetings are set, etc.
- Effectively manage logistics of all meetings and events when possible for VP, especially as it relates to meetings and events in NYC
- Oversee incoming communications when necessary
- Manage expense reporting process for VP ensuring accurate and timely submission of reports
- Contribute to preparation for donor meetings, gathering necessary materials as requested by the VP

Travel Logistics

- Prepare comprehensive travel arrangements for VP as necessary
- Work with travel agent for international travel arrangements
- Coordinate with local hosts about needs related to visas, documents, etc.
- Book hotels and rental car arrangements for NYC, U.S. cities and international travel when necessary

Communications

- Ensure the VP is aware of important organizational wide communications and is up to date on what is occurring in the office in NY
- Help prepare and send quarterly prayer updates for VP to supporters and prayer partners
- Communicate with donors, ministry partners and church planters as needed

- Manage annual calendar and make sure changes are communicated appropriately to all necessary parties

Skills:

- Passion for CTC's mission
- Excellent organizational and administrative skills and outstanding attention to details
- Ability to perform duties with limited supervision
- Good written and verbal communication skills
- Excellent interpersonal skills
- Self-motivated and proactive
- Able to manage multiple tasks, adapt to changing priorities, work under pressure and meet deadlines
- Exercise high degree of independent judgment, discretion and tact in dealing with people from various cultures and backgrounds
- Excellent computer skills (Excel, Word, Outlook, and Google applications); Salesforce experience a plus
- Bachelor's degree

To apply, please send cover letter and resume to hr@redeemercitytocity.com.