



Teams and Project Services Administrator

JOB DESCRIPTION

EDUCATION/TRAINING:

- › High School Diploma
- › Business communications degree or adequate experience

EXPERIENCE:

- › International travel
- › Participated in at least one HFL international short-term team
- › Church/group leadership
- › Administration

SCOPE:

To assist the Director of Teams and Project Services by:

- › Providing administrative support in planning and preparing teams for travel, including; but not limited to: preparing team handbooks, making all travel arrangements, managing and creating budgets, processing applications and creating on-field travel binders
- › Providing in-country information pertaining to teams traveling to different project sites
- › Making arrangements for and managing HFL staff travel

ADDITIONAL RESPONSIBILITIES:

- › Assist in general ministry tasks as required

SKILLS REQUIRED:

- › Good verbal and written communications skills
- › Administrative skills
- › Detailed and organized
- › Competence in MS office programs
- › Ability to work within a team of associate staff
- › Awareness of global current events

ACCOUNTABLE TO:

- › Director of Teams and Project Services

STAFF CATEGORY:

- › Full-time Supported