

Administrative Assistant

Position Title: Kobonal Haiti Mission Administrative Assistant
Department: Administration
Report to: Special Events Director

Position Summary:

The Kobonal Haiti Mission Office is seeking a part-time Administrative Assistant. This position will provide administrative support to the Director of Kobonal Haiti Mission and the Director of Special Events and staff members.

Essential Duties and Responsibilities:

- Perform administrative tasks for the Mission including sorting and distributing department mail, answering phones, taking messages, serving as a resource for others, typing correspondences, memos, charts, tables, etc.
- Maintain donor and vendor database, Mission contacts and project schedules
- Assist Directors with inter-office and donor correspondence
- Able to organize marketing and departmental materials and meet deadlines
- Schedule office meetings and correspond with other department managers as directed
- Assist in calling donors during campaign periods
- Assists in the development and maintenance of a procedure manual that defines work processes and roles and responsibilities to ensure consistency
- Manage thank you letters and tax receipts for various projects campaigns
- Assist Major Donor Department, Church Development Department, Special Events Department, and other Development teams as needed
- Organize travel arrangements for Kobonal Haiti Mission President and staff as needed
- Ensure all materials necessary for meetings and/or appointments
- Other duties as required by the Special Events Director and/or Mission President

Required Knowledge, Skills and Abilities:

- Ability to maintain confidentiality
- Knowledge of and experience in current office-related computer system(s), including but not limited to WORD, EXCEL, OUTLOOK and mail-merge programs
- Proficient typing and proofreading skills as well as ability to compose and write in proper format, punctuation, spelling and grammar
- Self-motivated, prompt in performing tasks and capable of working independently
- Ability to deal sensitively, courteously and responsively (via telephone, electronic communications, or in person)
- Good organization skills as well as the ability to multi-task

- Ability to clearly communicate and interact with the many different persons who will be in contact with the office, including but not limited to clergy, religious and other support staff
- High school diploma or equivalent
- Minimum of four years administrative experience preferred
- Experience working with volunteers preferred
- A practicing Catholic with a strong knowledge and background in the Catholic faith.
- Excellent, written and verbal communication skills as well as command of the English language.

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