



# Teams and Project Services Administrator

## JOB DESCRIPTION

Hungry For Life is a faith-based relief and development organization seeking to address spiritual poverty in North America and extreme physical poverty around the world.

### EDUCATION:

- › One year post-secondary and/or administrative training or commensurate experience

### EXPERIENCE:

- › Administration
- › International travel and cultural interaction

### SCOPE:

- › Providing administrative support in planning and preparing teams for travel, which includes: preparing team handbooks, making all travel arrangements, managing and creating budgets, processing applications, creating on-field travel binders, providing current in-country information
- › Making arrangements for managing HFL staff travel

### ADDITIONAL RESPONSIBILITIES:

- › Participate in pre-trip team meetings when required
- › Participate in general ministry tasks as required

### STRENGTHS REQUIRED:

- › Adaptability; Arranger; Consistency; Deliberative; Discipline; Learner; Responsibility; Strategic

### SKILLS REQUIRED:

- › Exceptional organizational ability
- › Competency in MS programs (Outlook, Word, Excel, Access)
- › Good autonomous and team-player capabilities

### ACCOUNTABLE TO:

- › Director of Teams and Project Services

### STAFF CATEGORY:

- › Full/part-time supported