

Job Description

Employee:	Date of Employment:
Job Title: Administration Coordinator	Job funding: ECMI-USA Operations fund
Department: Operations	Job type: Part time, 12-20 hours per week
Revision Date: July 28, 2016	Fair Labor Standards Act (FLSA):

Position Overview

The Administration Coordinator assists the Executive Director and the Director of Operations in the execution of various administrative tasks related to the operations of the European Christian Mission International.

Primary Job Functions

- Provides administrative support to the Executive Director including, but not limited to correspondence, and phone calls
- Coordinates and plans ECMI-USA sponsored events
- Acts as a liaison to ECMI-USA's financial services provider
- Reviews and verifies accuracy and completeness of missionary and staff expense reports
- Prepares and submits check and wire requests to the financial services provider
- Prepares and submits monthly payroll information to the financial services provider
- Receives and personally responds to donor requests/concerns and leads inquiry and implementation of resultant actions
- Develops and uses/ maintains filing and retrieval systems
- Prepares and distributes staff meeting agenda
- Maintains constituent mailing database
- Is the US point of contact for the Ukraine-based orphan care program
- Prepares annual royalty reports
- Assists with other assignments as might be made by the Director of Operations and the Executive Director

Secondary Job Functions

- Assists with data entry for various personnel and contact management needs
- Assists the Executive Director in the publication of ECMI-USA documents

Requirements and Skills

- Demonstrates a consistent Christian commitment and walk with the Lord
- Agrees and adheres to the ECMI statement of faith, policies and practices
- Has had field missionary or cross cultural experience

- Maintains the confidence of ECMI staff, members and donors and protects operations by not disclosing sensitive and confidential information
- Has obtained college level training or equivalent experience
- Has understanding of financial book keeping fundamentals
- Demonstrates excellent interpersonal skills and the ability to work well with ECMI missionaries, staff, donors, and service providers.
- Maintains a professional demeanor in all situations
- Communicates clearly in both written and verbal communications
- Has intermediate to advanced computer literacy with respect to:
 - Email and calendar (Outlook)
 - Conferencing software (GoToMeeting)
 - Word processing (MS Word)
 - Spreadsheet software (MS Excel)
 - Perform data entry and generate reports using the accounting tool (Microsoft Dynamics NAV) used by the financial services provider.
- Is a team player

Reporting Relationships

- Reports to the Director of Operations of ECMI-USA
- The ED will provide direction for those aspects of the job directly in support of the ED. While not directly reporting to the ED, the ED will provide performance observations to the Director of Operations prior to the annual performance discussions. If there are any questions or conflicts regarding work assignments or direction for work, the Director of Operations will resolve and make the final decision.
- Liaises with ECMI-USA home staff
- Liaises with ECMI Field Personnel
- Liaises with Financial Services Provider
- Liaises with ECMI donors

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

The designated parties below hereby agree to the stated terms and conditions of this job description.

Lynea Brown, Administration Coordinator Date

George Brown, Executive Director Date