

Fixed Term Systems & Logistics Coordinator

FLSA	Non Exempt
Employment	Full time
Reports To	Fixed Term Program Manager: Joshua Dull

Job Summary

Reliant Mission is hiring an Administrative Coordinator for one of our Ministry Program Teams. This role will support our one-year and two-year ministry residents that are serving at churches across the country, and will also provide administrative support for short term mission trips. Responsibilities will include (but are not limited to) processing/tracking financial reports, developing/troubleshooting analytic spreadsheet tools, data entry /processing and streamlining processes . As well as assisting with handling travel logistics, church partner correspondence, handling confidential personnel information, and interacting with applicants, missionaries, ministry leaders and central office staff.

The ideal candidate would be a Christian who is skilled at meeting deadlines and can effectively manage their time and tasks in a complex information environment. This person needs to enjoy organizing potential complexities, love working with numbers and spreadsheets and be a motivated self-starter who works well on their own and with others. This position reports directly to the Fixed Term Program Manager. Effective oral and written communication skills are helpful, along with strong interpersonal skills. General computer literacy is a must. Experience with spreadsheet tools (Excel, Google sheets) and database tools is highly desired. Working knowledge of financial reporting, querying and mail merge/piping are also a plus.

Responsibilities:

1. Administrative Support for Fixed Term Ministry Programs

1. Monthly Giving and Financial Analysis
 - a. Tracking gifts and account balances for Reliant interns and residents
 - b. Creating financial reports for partner churches and supervisors of the interns and residents
 - c. Forecasting "short-checking" and communicating accordingly

2. Support and Development of internal processes and procedures for the Fixed Term Team
 - a. Working with other departments at Reliant (accounting, employment services, etc)
 - b. Data entry and reporting
3. Provide administrative support as needed within the Fixed Term Team
4. Supporting communication with church partners and interns/residents.
5. General Documentation and Processing
6. Query and Data Compilation

2. Event Planning and Logistical Support

1. Event budgeting
 - a. Create event budgets and track expenditures
 - b. Determine participant training cost in order to "break even" at these trainings
2. Coordinate logistical details for Reliant's remote fixed term trainings
 - a. Travel bookings, catering for meals, etc.
3. Work with host location to arrange event logistical needs (AV, training room, breakout rooms, etc.)
4. Data entry, queries and reporting

3. Short Term Missions Coordination and Support

1. Assist in set up and creation with our online systems
2. Tracking donation progress for the participants and leaders
3. Financial coordination for the events (includes purchasing, accounting, budgeting)
4. Data entry, queries and reporting

4. Staff and Admin

1. Attend assigned staff and team meetings.
2. Submit reports or paperwork as required.
3. General Missionary HR responsibilities (answering calls, etc).

Job Specifications:

1. A profession of faith in Jesus Christ.
2. Agrees with Reliant's Statement of Faith and Reliant's core values.
3. Ability to create simple financial reports
4. Documentation with Clarity - technical writing and communication aptitude
5. Ability to Understand and support Information Processes
6. Database - aptitude to run queries and prepare reports
7. Experience with Software for Office and Task Management with ability to learn new technology quickly
 - a. Google Applications (Docs, Spreadsheets, Forms)
 - b. Microsoft Office Applications - Word, Excel, Outlook
 - c. Database experience a plus - (especially Blackbaud CRM)

Reporting Relationships:

1. Reports to the Fixed Term Program Manager
2. Works closely with all members of the Fixed Term team and Reliant Central Process teams.
3. Works with Special Events Coordinator.
4. Interacts with Reliant church partners and missionaries.