

INTERNATIONAL PROGRAM GROUP

Position: International Program Administrative Assistant
Responsible to: Director, International Program
Supervises: N/A
Classification: B
Status: Permanent; Part-time (25 hours/week)
Location: Winnipeg

July 2021

Position Summary:

The international program administrative assistant provides administrative support to the international program director and team, ensuring accurate and timely execution of administrative processes.

The assistant is supervised by the international program director and provides broad administrative support to program department staff.

This office-based position is located in Winnipeg. Occasional domestic and international travel may be required.

Roles and Responsibilities:

1. **Project Administration** – Take responsibility for managing project files in hard copy and electronic format, ensuring that all information is stored appropriately and is accessible when needed:
 - 1.1. Organize project files at time of commitment.
 - 1.2. Draft project agreements and track to ensure agreements are signed.
 - 1.3. Archive closed project files and manage the permanent storage and culling of archived project files.
 - 1.4. Assist with processing fund transfers and wires ensuring accuracy and timeliness.
 - Track wires and receipts.
 - File wire and payments paperwork.
2. **Program Team Administration** – Working closely with the director, support the planning and implementation of department functions and staff travel:
 - 2.1. Plan and manage logistics for program workshops in Canada.
 - 2.2. Support staff in planning and hosting workshops in international settings:
 - Gather and maintain participant registration details.
 - Coordinate logistics and budget with Foodgrains Bank staff including finance department staff and local organizing partners/members.
 - Review financial reporting and assign costs to appropriate budgets in coordination with finance department staff.
 - Coordinate travel bookings and visa applications for international program staff, consultants, and visitors as requested.

- Develop workshop information packages as requested.
- 2.3. Assist staff in planning travel:
 - Coordinate travel bookings and visa applications for staff and volunteers as requested.
 - Maintain itineraries for travelling department staff.
 - Serve as check-in for travelling department staff as requested.
3. **Management support** - Provide administrative support to the International Program department.
 - 3.1. Provide scheduling and administrative support for meetings, workshops, and events:
 - Take minutes of program working group meetings, sub-committee meetings, departmental and other meetings and disseminate to relevant people.
 - Track vacation and travel schedules for international program staff.
 - 3.2. Ensure that contracts are appropriately signed and distributed.
 - 3.3. Look for opportunities to improve and enhance department administrative processes, and implement initiatives as approved by the director
4. **Other**
 - 4.1. Participate fully in department and other meetings, contributing positively to team dynamics and organizational culture.
 - 4.2. Represent the international program department in inter-departmental administration processes.
 - 4.3. Provide administrative support to the project financial review process, including arranging travel and providing any requested documentation to support the process.
 - 4.4. Perform annual data clean-up processes of stakeholder and project information in IPro.

Qualifications:

Required

- *Excellent administration skills acquired through previous experience and/or related education*
- *Strong attention to detail*
- *Organizational acumen*
- *Good knowledge of English grammar and able to take cohesive and clear meeting minutes*
- *Numerical accuracy*
- *Able to manage competing priorities and perform within a time-sensitive environment*
- *Awareness of international relief and development work*
- *Must affirm the Christian mission of the Foodgrains Bank.*

Assets

- *Experience with Office 365 SharePoint technology*
- *Database experience*
- *Previous experience in the international relief and development sector*