



ONE 17
INTERNATIONAL
HOPE THROUGH EDUCATION

POSITION

Job Title: Administrative Coordinator (24 hours/week); Potential for full-time after first year of employment

Status: Regular Part-time, Exempt

Supervisor Title: Executive Director

Location: This position is based out of Zeeland, Michigan and may include 7-10 days of travel per year for mission trips. This leader is expected to hold 90% of their hours at our office in Zeeland due to the nature of the role.

Date Updated: September 25, 2023

ROLE SUMMARY

The Administrative Coordinator will advance our mission of providing hope through education to the left behind by providing administrative leadership and support to stateside operations, assistance to school programs, and leadership to global sending.

QUALIFICATIONS

- Expresses and demonstrates a Christ-centered worldview personally and professionally
- Resonates personally with One 17 International's mission
- Committed to ongoing growth, learning, and development
- Strong interpersonal skills with a desire to work cross-culturally
- A bachelor's or associate's degree is preferred
- 1-3 years of administrative experience at a nonprofit, church, or business is preferred
- Experience working in global missions is preferred
- Proficient in Google Workspaces (Calendar, Docs, Sheets, Forms, Slides, etc)

PERSONAL ATTRIBUTES

The Administrative Coordinator is a humble, servant-hearted, detail-oriented team member. This administrator gains energy from building and executing processes and displays strong analytical and detail management capabilities. He or she is content both leading and supporting various initiatives within our organization and desires first and foremost to serve the needs of the team. They value clear, honest, open communication and articulate details clearly, ask questions candidly, and give feedback constructively.

The Coordinator loves Jesus and pursues Him daily by being rooted in the Word and serving those around them. They celebrate and respect cultural diversity, and navigate cultural differences and language barriers with sensitivity and humility. This person embodies One 17's core values both personally and professionally and is entrusted to make wise decisions, protect confidential information, and steward resources responsibly.



RESPONSIBILITIES

General

- Attends bimonthly Global Staff meetings and monthly meetings with the Executive Director
- Receives two annual reviews (6 month; 12 month)
- Provides feedback to other team members during annual review process

Administrative Coordinator

- Provides administrative leadership to stateside operations through managing our organization-wide calendar, managing office supplies, and supporting staff meetings and events
- Coordinates sending 8-12 marketing mailers annually
- Provides leadership and support to One 17's financial processes including maintaining files, completing bill-pay, managing expenditure reports, and depositing donations
- Provides support to annual business entity and compliance initiatives
- Provides leadership to tracking school impact metrics through developing and managing processes
- Provides support to fundraising and awareness events

Program Assistant

- Provides support to our Bible Curriculum and Trauma-informed Care Programs
- Assists with organizing, updating, and providing support to curriculum binders and program plans
- Manages supply lists, identifies supply needs, and purchases supplies
- Creates and manages a process for organizing supplies at One 17 Schools

Sending Coordinator

- Provides leadership to sending 4-6 short-term mission teams per school year
- Manages our short-term sending process
 - Create trip itineraries and support documents for teams
 - Organize team documents using our online software (Managed Missions)
 - Provides logistical support in areas of booking flights, hotels, meal planning, purchasing supplies, packing bags, etc.
- Assists with long-term missionary care and support
- Participates in 1-2 short-term mission trips per school year