
ADMINISTRATIVE ASSISTANT – INTERNATIONAL

Position Assignment

Title: Administrative Assistant – International

Organizational Unit: International

Recruited by: Director of International

Approved by: Vice President of Family and International Ministries

Working Relationships

Reports to: Director of International

Staff Team: Vice President of Family and International Ministries, Director of International, Associate Director of International, Administrative Assistant, and all STCH Ministries staff (including Contract Workers)

Basic Functions

This position works in the International office of South Texas Children's Home Ministries (STCH Ministries) in Corpus Christi, TX. It provides support services to staff, programs and mission teams to enhance the overall effectiveness of the STCH Ministries International program. This individual serves as a point of contact for U.S. donors, child sponsorship programs, coordination of humanitarian aid, and occasionally may accompany International on mission trips.

This position requires the ability to speak, read, and write in both English and Spanish. It requires the ability to work on multiple projects, as well as the ability and desire to interact and communicate with others in a customer service role.

Basic Responsibilities

1. To work with the International workers as they answer questions for and disseminate information to clients related to mission trips, child sponsorship programs, and other opportunities to participate in STCH Ministries.
2. To help schedule plane flights and itineraries, plan trip schedules, and gather and send trip supplies to mission team participants.
3. To communicate as needed with our International workers.
4. To help with the Samuel's Fund child sponsorship program. This includes setting up sponsorship

Position Description

South Texas Children's Home Ministries



packages once new sponsors select a child to sponsor.

5. To help translate communications between children and sponsors.
6. To help with office work, including receptionist responsibilities, processing correspondence, typing and filing.
7. To work with database information, and Microsoft Office Suite (Word, Excel, PowerPoint, Access, Outlook, OneDrive).
8. To perform all other duties as assigned.

***A standard 40 hour work week is normal; however, flexible hours and overtime may occur.*

I, the employee, have read, understand, and agree with the position description for Administrative Assistant – International.

Employee Signature

Date

Employee Supervisor Signature

Date