



Teams and Project Services

JOB DESCRIPTION

EDUCATION/TRAINING:

- High School Diploma and HFL Orientation and Training pertinent to position

EXPERIENCE:

- International travel
- Participated in at least one HFL international short-term team
- Church/group leadership
- Administration

SCOPE:

- To assist the general operations of HFL to:
 - › Provide administrative support in planning and preparing teams for travel, including; but not limited to:
 - › Prepare team handbooks, making all travel arrangements, managing and creating trip budgets, processing applications and creating on-field travel binders
 - › Provide in-country information pertaining to teams going to different project sites
 - › Make arrangements for and managing HFL office travel

ADDITIONAL RESPONSIBILITIES:

- Assist in general ministry tasks as required

SKILLS REQUIRED:

- Good verbal and written communications skills
- Administrative skills
- Detailed and organized
- Competence in MS office programs
- Ability to work within a team of associate staff

ACCOUNTABLE TO:

- Director of International Operations and Director of Teams and Project Services

STAFF CATEGORY:

- Full Time Supported