

# Administrative Coordinator

## Position Description



### ABOUT CCIH

CCIH is a global network of Christian organizations, individuals and affiliates committed to advancing health and wholeness from a Christian perspective. Motivated by our Christian faith and our values, CCIH envisions a world where all have access to quality healthcare and prevention services. CCIH members work in over 90 countries and include non-governmental organizations, church networks, Christian Health Associations, volunteer and product donation agencies, and other support organizations. CCIH works with Protestant, Catholic, and non-denominational organizations as well as interfaith networks. CCIH shares information and provides a forum for networking, advocacy, capacity building and fellowship to an ever-increasing spectrum of organizations and individuals. CCIH also carries out grants and programs by working through its members in low- and middle-income countries. CCIH is a nonprofit (501c3) organization established in 1987 and headquartered in the Washington, DC area. CCIH is financed by membership dues and a variety of grants.

[CCIH staff are committed to the CCIH's mission, vision, and values.](#) CCIH has a reputation for listening to and representing the views of a diverse global audience. Staff frequently represent Christian perspectives in the professional global health and development community and with U.S. policymakers. The CCIH team remains flexible to adapt as issues or needs arise. All staff have a voice in setting goals and planning activities. CCIH is committed to staff development as well as preserving healthy work and life balance. CCIH is an equal opportunity employer and seeks diverse views and perspectives.

### POSITION DESCRIPTION

The Administrative Coordinator reports to the Executive Director and serves the overall team by coordinating the following: member engagement, member and donor data, speakers and meeting logistics, fundraising activity, and preparation for board meetings. CCIH uses Neon CRM for all member and donor data. The Administration Coordinator will regularly liaise with communications, program, and finance teams. This position is a full time, exempt position, with a competitive salary and benefits.

### RESPONSIBILITIES

- Keep CRM data up to date and report out on on members, event participants and donors
- Improve member-only section on CRM portal with relevant information
- Coordinate member relations and member retention activities
- Schedule and track CCIH team contacts with members
- Track fundraising, thank donors and volunteers, and preparing donor reports
- Coordinate registration of participants for annual meetings, webinars and forums
- Coordinate speakers for CCIH events
- Assist in event logistics and participant support
- Schedule, prepare and submit materials for governing board and some working groups as needed
- Utilize CCIH project management software (Asana) and Google platform to coordinate and communicate
- Continually suggest improvements to CCIH operations and member services
- Other duties as assigned

## WORK CONDITIONS

- CCIH staff work remotely and meet frequently via phone, video conference, and occasionally in person when needed.
- The CCIH team uses a project management system (Asana) to coordinate and communicate on projects and tasks.
- The Admin Coordinator is expected to provide his/her own office environment (desk, chair, internet, etc); CCIH will provide office supplies; CCIH may provide a computer and printer (if needed) for the duration of employment that must be returned to CCIH at the conclusion of employment.

## REQUIREMENTS

- Bachelors or Associates Degree in administration or a similar discipline, or equivalent in experience
- 1 year experience working with data systems
- 1 year experience managing or coordinating events with external speakers
- Advanced computer skills (e.g., MS Office applications, Google Platform)
- Excellent English written and oral communication skills
- Ability to work in faith-based settings, with Christian and other religious leaders
- Authorized to legally work in the United States.

## ADDITIONAL CAPABILITIES AND ATTRIBUTES DESIRED

- Software experience: client relationship management (CRM), project management systems; added benefit for understanding broadcast email systems and software integration.
- Conference or event management, both in-person and virtual, including registration (150+ attendees) and liaising with conference venues and vendors
- Ability to speak and read French or Spanish is desired
- Understanding of basic business processes of a membership organization
- Demonstrated ability to work well under tight deadlines
- Motivated self-starter, with ability to manage tasks in a timely manner with limited supervision
- Detail orientation
- Mission and service motivation
- Prior member relations experience
- Some math and financial skills
- Social media adeptness
- Excellent interpersonal skills with ability to work well with diverse groups of people or cultures.

## TO APPLY:

Submit a cover letter (with salary expectation and how you found out about the position), resume, and 1-page writing sample to [jobs@ccih.org](mailto:jobs@ccih.org). Incomplete applications will not be considered.

*You will receive notification of receipt of your application. CCIH will only contact applicants after that who we are considering for the position. You will not be notified if CCIH does not move you to the next steps of the process. Thank you for considering working with our team.*

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