

**Christian Reformed Church in North America (CRCNA)  
World Renew**

**POSITION DESCRIPTION**

**Position Title:** Program Assistant  
**Department:** Delta (Program Excellence) Team  
**Reports to:** Team Leader, Delta  
**Status:** 100% FTE  
**Salary Level:** TBD

**PURPOSE**

Support the success in World Renew's Program Excellence Team (Delta) and other home office functions by accomplishing the following:

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Monitoring & Evaluation
  - a. Set-up the reporting framework in management information systems and match plans to budgets and search for missing information
  - b. Create quarterly program reports and collate documents for the evaluation toolkit
  - c. Monitor quarterly reports and review data for missing information
  - d. Run data reports and provide analysis of findings as requested for special projects (i.e. gender audit, background information for cluster evaluations, justice/peacebuilding audit)
2. Grants
  - a. Enter approved plans (results, indicators, baselines and targets) for grant funded programs into management information system
  - b. Assist the Grants Team staff in preparing reports to grant makers, including sending reminders to field staff, proofread and edit stories and narratives, communicate with field staff to ask about inconsistent data or to better understand information that is unclear, and access program data from the management information system for inclusion in reports
  - c. Research potential funders with interests and priorities that match the needs of World Renew community development programs overseas
3. Working Groups
  - a. Schedule, coordinate logistics (Skype and other call management operations), take minutes for working groups at the direction of the working group's convener
  - b. Maintain web and file-pages on the intra-net sites for working groups
  - c. Organize webinars, recruit presenter(s)/topic(s), and set-up Skype conference calls for webinars related to Working Groups and other topics related to program excellence
4. Commons Support
  - a. Support Staff Developer in maintenance of the Commons
  - b. Send emerging innovation developments via e-mail updates of recent material on intra-net sites
5. Delta Team (and Grants sub team)
  - a. Schedule, coordinate logistics (Skype and other call management operations), take minutes for working groups, at the direction of the team or sub team leader
6. Staff Orientation
  - a. Provide logistical and other support for agency wide orientation and orientees in coordination with the Staff Developer and Human Resource Manager, including support to orientees who attend in the US office

7. Finance
  - a. Send out financial reports created by Chief Financial Officer (CFO) to staff and teams as requested
  - b. Review income/expense reports as assigned by CFO
8. Perform other duties as assigned

### **QUALIFICATIONS**

1. Committed to Christ and able to recognize this position as one that contributes to the work of God's kingdom
2. Well-developed organizational and interpersonal skills and ability to work with little supervision
3. Patience and humility in dealing with many different personalities, age groups, values and cultures
4. Attention to detail and creativity along with a demonstrated flexibility in responding to and completing tasks
5. Demonstrated ability in working with spreadsheets, and creating financial reports
6. Basic principles and practices of accounting and financial analysis, as well as office procedures and practices
7. Ability to meet deadlines and work effectively in a team environment
8. Advanced computer skills and ability to quickly learn new computer applications
9. Detailed knowledge of Google products including Calendar, Forms, Hangout and related features
10. Familiarity with setting-up Skype conference calling
11. Good writing and proofreading skills with thorough knowledge of correct grammar, punctuation, spelling, and general business English skills
12. Ability to travel internationally for field orientation

### **EDUCATION AND / OR EQUIVALENT EXPERIENCE**

1. Bachelor's degree preferred
2. At least two years of work experience in a related area

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position may require travel to Canada and within the US, for overnight meetings, as well as some international travel.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Some functions of this job could change in order to accommodate the growing needs of the agency.