

Administrative Coordinator

International Relief – Virginia Beach, VA

Operation Blessing (OB) is seeking an experienced **Administrative Coordinator** to provide comprehensive administrative support to the Senior Director of International Operations and International Team at Headquarters, acting as liaison between departments, international country offices, outside vendors, and Headquarters departments. Must be available to work Monday-Friday on-site at our Virginia Beach office.

The ideal candidate will have the following qualifications:

- Strong working knowledge of non-profit business principles
- Working knowledge of international business practices, overseas relations and activities
- Strong working knowledge of office management and leadership skills
- Excellent administrative support skills
- Excellent organizational skills with attention to detail
- Excellent verbal and written communication skills
- Excellent computer skills with Microsoft Office
- Excellent ability to handle multiple tasks and consistently meet deadlines
- Ability to deal discreetly and diplomatically with all levels of management and donors
- Ability to maintain the highest level of confidentiality
- Ability to be self-motivated and work independently with minimal supervision
- Ability to travel internationally
- Proficiency in document management systems and digital file organization
- Strong project management and coordination skills
- Ability to manage and prioritize multiple complex tasks simultaneously
- Excellent English writing and editing skills. Spanish language fluency also preferred

Operation Blessing (OB) is a non-profit humanitarian organization that provides strategic relief on an ongoing basis through core programs such as hunger relief, medical care, clean water, and disaster relief. OB offers a professional and rewarding work environment, competitive salary, and benefits package to include healthcare for full time positions. If you meet the listed qualifications and are in agreement with OB's mission and purpose, please click apply or visit our [OB Job Board](http://www.ob.org) at www.ob.org for application and benefit information.

We are unable to give full consideration to resumes without applications.