

Administrator of GO Medical
Could be US or DR based
Part-Time (20 hours per week)

Reports to : Lead Director of GO Medical
Title: Administrator of GO Medical

The Administrator of GO Medical will focus on improving systems and structure for GO Medical. They will do all administration for GO Medical finances, including but not limited to: cash requests, financial reporting and coding, and managing financial state and donor information/relationships. They are responsible for communicating monthly finance reports to the GO Ministries CFO. They will also work with our field team in regards to logistics and structure, ensuring that those doing on-the-field ministry have the structure surrounding them to produce goal-driven results. They will manage the GO Medical sponsorship program, in regards to sponsorship reporting, monitoring current sponsors, and recruiting new sponsors.

RESPONSIBILITIES:

Finances:

Send monthly cash requests in accordance to field ministry needs

Convert field cash expense reports into US-coded reports that can be used for financial status reports

Communicate with Lead Director of any financial discrepancies as soon as possible

Manage donor information in correlation with financial reports

Logistics:

Work with the Coordinator of Community Health to provide logistical support for US medical teams traveling to the island

Be available to GO Medical staff to help create logistical plans and documents that support field ministry

Sponsorship:

Provide monthly reports to Lead Director of GO Medical for sponsorship partners and finances

Ensure that current medical sponsors are receiving general communication and personalized communication (as appropriate)

Be available for presentations to recruit new medical and GO Ministries disciple-first sponsors

Education and Experience Requirements:

Proficiency in Microsoft programming

Some Spanish proficiency is preferred

GO Ministries' Expectations

Attend monthly GO Medical staff meetings

Maintain deep spiritual walk

Understand doctrine and core values of GO

Be humble, culturally sensitive, learn the language, be accountable

Fully committed to raising personal budget, ministry money, support for G.O. Kids!, nationals,

projects, etc.

Understands the mission of G.O. to partner with nationals through short-term missions.

Agrees with G.O. statement of faith

Maintains a positive and respectful attitude

Communicates regularly with supervisor

Demonstrates flexible and efficient time management and ability to prioritize workload

Consistently meets deadlines