

# HADASSAH'S HOPE

## Part-Time Administrative Assistant

This is a part-time position that will be assisting the Executive Director of Hadassah's Hope in administrative tasks including (but not limited to) event planning/coordination, communication / correspondence, general administrative support. This position reports directly to the Executive Director but interacts with staff, volunteers, donors, partners, and clients. Work often requires active problem solving and effective interpersonal skills. Flexible schedule with very occasional weekend work. Growing opportunities with potential full-time position for the right person. This is a job working remotely from home (position will be based in Jacksonville, Florida).

### Desired Work Characteristics

- **Loves Jesus above all else**
- Gets things done with results to show for their effort
- Accomplishes things that are remarkable - above and beyond what is expected
- Exercises sound decision-making skills, acting quickly and decisively
- Creative and flexible problem-solving strategies
- Excellent record-keeping and organizational skills
- Communicates well and can convince others to act
- Flexibility with growing and changing ministry needs
- Team player with a great attitude and helps unify the team

### Requirements/Qualifications

- Must be proficient in the following areas:
  - Written and verbal communication
  - Time management, prioritization of responsibilities
  - Detail-oriented and able to manage multiple projects
  - Conflict resolution
- Experience with or willingness or to be trained in the following technology
  - APLOS - Donor Management System
  - Proficient on Excel, word, Office, Sharepoint, Mailchimp, Power Point
  - Knowledge in Aplos, bookkeeping, nonprofit work, etc.

### Skill Set

- Creative and flexible problem-solving strategies
- Organized and task oriented; able to multi-task
- Awareness of non-profit best practice standards

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## Responsibilities

Perform general administrative tasks that include, but are not limited to:

- Maintaining metrics
- Volunteer correspondence
- Solicit Silent Auction items for large events
- Preparing for large Hadassah's Hope functions such as the Women's Tea or Gala.
- Communicating with and show appreciation to donors and volunteers
- Performing any and all daily administrative tasks
- Assisting in planning and execution of special events (holidays, baby showers, celebrations, etc.)
- Sending weekly emails and assist with Newsletter
- Corresponding with donors
- Managing communication and donor platforms (MailChimp, Aplos, etc.)
- Processing volunteer applications
- Assisting with intake forms and follow up process
- Receiving and sorting donations from regular donors and one-time donors.
- Assisting in implementing any future outreach programs as they develop
- Ensuring that the rules and regulations are being followed
- Collaborating with CEO, Outreach Director, other admin staff for the coordination of assignments

## Other Expectations & Responsibilities:

- Attend staff meetings | 9:30 am on Tuesdays
- Aide in any fundraising events. Example: Annual Gala and Tea
- Assist in the planning and execution of meetings

**Flexibility is a vital aspect of the role as admin assistant. There will be miscellaneous tasks and responsibilities that may be assigned to you. It will be essential that your role be viewed as being a flexible member of a team.**