

Scarlet Hope®

GREATER CINCINNATI

Part-Time Administrative Assistant

Overview

This is a part-time position that will be assisting the Executive Director of Scarlet Hope Greater Cincinnati in administrative tasks including (but not limited to) event planning, communication, and assisting in finance management. 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. Some early morning, evening, and weekend work is required.

Desired Work Characteristics

- **Practicing Christian who 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 and team unifier

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 the following technology is preferred:
 - CRM (Customer Relations Management) System

- Mailchimp
- Microsoft Office or Google Suite
- Canva
- Instagram and Facebook

Responsibilities

Administration

- Manage and increase the effectiveness and efficiency of administrative systems for the ED
- Assist in the management of donor databases
- Maintain accurate files and proper documentation for ED
- Track and manage in-kind donations
- Provide support in preparing for board meetings
- Create and maintain an organizational system for case management
- Compile and organize resources for women
- Organize and help coordinate fundraising events

Communication

- Manage social media channels (Facebook and Instagram)
- Write and send monthly newsletters
- Write and send weekly prayer request emails
- Ensure consistent communication with volunteers and supporters

Outreach and Discipleship

- Disciple women
- Manage monthly outreach volunteer schedules, including the cooking team
- Plan, coordinate, and facilitate volunteer training and other events
- Help other areas of ministry when needed
- Oversee various projects (e.g., a renovation when we get a building)
- Coordinate special outreach occasions (Valentine's Day, Mother's Day, etc.), including soliciting donations for the gifts for these outreaches
- Coordinate prayer events

If you are interested in pursuing this position, please fill out the online job application.