

Scarlet Hope[®]

GREATER CINCINNATI

PROGRAM ASSISTANT

Scarlet Hope exists to share the hope and love of Jesus with women in the adult entertainment industry (AEI). Join our local team of this national organization that has been serving women and seeing lives changed through Christ for 15 years!

You might be a good fit for this role if you:

- Love Jesus above all things and have a desire for His name to be made known
- Love seeing tasks through to completion
- Thrive when accomplishing tasks and achieving goals, especially when helping others who are part of the team
- Enjoy spearheading projects and bringing results
- Thrive with detail-oriented tasks and managing many moving parts at once
- Are a self-motivated individual with a desire to serve others
- Have a good relationship with technology, with an ability to adapt and learn new systems platforms

If you are someone who likes to work hard and play hard (we have a lot of fun together!) and wants to grow in your heart for the local community by developing in ministry, Scarlet Hope wants to hear from you! We are looking for servant-minded individuals who love to learn, are passionate about bringing the Gospel to women in the industry, and love to learn and grow.

The primary responsibility of this full-time role is to assist our Program Coordinator with the implementation of programming and outreach at our Counseling and Resource Center (the Hope House). This might look like:

- Keeping and reporting metrics for outreach to the Program Coordinator
- Assisting Program Coordinator with preparing for outreach (e.g. material preparation, volunteer communication and follow up)
- Communicating with interested volunteers and keeping track of the volunteer onboarding process
- Participation in events, outreach, and programs
- Assisting Program Coordinator in developing and executing events and classes
- Maintaining our Master Resource List
- Representing Scarlet Hope by attending 1-2 monthly networking events in the community

There are also other responsibilities that fall under general ministry assistance, especially related to fundraising, donor development, and church partnerships. This includes responsibilities like:

- Assistance with administrative tasks related to fundraising and development
- Maintaining donor database, ensuring accurate donor information and documentation
- Participating and assisting with donor events, including planning, securing donations, obtaining necessary materials for the events, and attending/working the events
- Donor follow up and thank you cards
- Reporting progress on critical fundraising event team progress to PC and ED where applicable (e.g. silent auction items)
- Creating reports for metrics reporting for grants, help ensure we are following grant guidelines for reporting
- Personal church partner communications (e.g. cards, emails, etc.)

If interested in this role, please fill out the application on our website:
cincinnati.scarlethope.org/jobs