

Hope Center Community Assistant Job Description

TITLE: Hope Center Community Assistant

DEPARTMENT: Community

REPORTS TO: Director of Community and Executive Director

STATUS OF POSITION: Part Time 15 hours weekly, up to 33 hours during weeks with events

Description of Responsibilities

GENERAL DESCRIPTION

The Assistant to the Director of Community will support the role of the Director of Community by Being crossed trained with the Director of Community. This role includes helping organize events, coordinating volunteers and help publicize The Hope Center.

COMPENSATION and TIME REQUIREMENTS

This is a part time position with possibility in the future of becoming full time. This is a salary position which will be \$10,000 a year.

GENERAL EXPECTATIONS

Must have experience with computers, general office skills and good with organization, leadership and a people friendly person.

SPECIFIC RESPONSIBILITIES

- Complete and keep record of all background checks including finding the program and fingerprint kit
- Volunteer Data updates
- Help coordinate events and fundraisers
- Be trained to do volunteer interviews as needed and call the references.
- Help staff events on our off hours as needed. For birthday parties or any events as needed.
- Work on increasing rentals
- Make sure rooms are ready for rentals and communicate with operations of any needs
- Be trained on the Planning Center Calendar
- Help with sign up geniuses or any organized sign up event.
- Volunteer fairs
- Help with the Volunteer Appreciation Dinner/Picnic
- Help facilitate a VRC in times of a disaster or emergency
- Take a lead shift
- Be trained on the front desk

VISION STATEMENT

To establish a safe and better atmosphere at The Hope Center by providing leadership among the volunteers and events.

MISSION STATEMENT

Our mission is to share the life-transforming love and grace of Jesus Christ with every person in Union County.

FLEXIBILITY

You must be able to “go with the flow,” “just role with it,” and have the confidence to adapt to any situation. Things will not always go as planned, so you must be able to think on your feet. Weekends and evenings may be a role that is needed for covering the building during events and parties.

MINIMUM QUALIFICATIONS

- ◆ Proficient in Microsoft Office, including Microsoft Publisher, Word, Excel and PowerPoint
- ◆ High school graduate or GED equivalent
- ◆ Willing to sign all Hope Center Waiver Forms
- ◆ Willing to consent to a criminal background check upon acceptance of position
- ◆ Must be able to lift up to 30 lbs.
- ◆ Be at least 21 years of age
- ◆ Proficient in social media (Twitter, Instagram, Facebook, etc.)