



Position Description

Good in the 'Hood is dedicated to changing lives together with simple acts of kindness. Our Mission is to influence, inspire, and impact individuals, families, and entire communities for good. We believe that goodness and kindness are inspirational, change-agent qualities, and our firm conviction is that community renewal will take place when a focused and contagious momentum of genuine kindness is manifest.

Our Culture: The person in this position must be a mature Christian with a call to workplace ministry. This role is for someone with a can-do attitude who is dedicated to making a difference in the lives of others. This person will help us grow as an organization by contributing relational intelligence, initiative and a strong work ethic, handyman/woman skillsets, team camaraderie, and mature leadership.

Job Title: Admin Assistant to the Director of Operations/HR

Reports to: Director of Operations and Human Resources

Supervises: Interns and Volunteers

Status: Full Time- 90-Day Trial with (option to hire permanent if applicable), Non-Exempt (some evenings and weekends)

Duties/Responsibilities:

- Return inquiry calls/emails, monitor and respond to emails, set up appointments
- Good working knowledge of Microsoft Suite (Word, PowerPoint, Excel)
- Administrate donation receipts, and thank yous both in written and verbal form
- Successfully track and enter cash and In-Kind donations in our CRM system
- Do pickups/drops as needed
- Update and enter events in our volunteer platforms
- Successfully learn and engage our Neon CRM to do data entry, pull reports, etc.
- Create forms, booklets, flyers, and posters as needed
- Take pictures and interview volunteers/clients/donors for marketing purposes
- Help prepare packets, tools, and promotional resources for our team to enable them to successfully host outreaches and events.
- As needed, provide hands-on support for all programs, services, special events, and outreaches.
- Working with volunteers as needed
- Working at Good in the 'Hood sites as assigned
- Other duties as assigned- There are many

Qualifications:

- Associate Degree in Business or a related field (Bachelor's degree preferred)
- 2+ years experience in office administration
- Strong organizational and time management skills
- Excellent verbal and written communication abilities
- Excellent with people
- Proficiency with MS Word and MS Excel
- Strong sense of discretion and professionalism

Salary:

- 90 Day Trial period- \$19 an hour
- No benefits

After 90 days if hired permanently:

- \$41,600 annual
- Exempt
- **Benefits include**
Life/Disability Ins.- after 90 days
Health reimbursement- \$200 a month
Phone reimbursement-\$50 a month
Simple IRA- 3% match

Please send your resume' and cover letter to Pastor Jamie at Jamie@goodinthehood.org