

Scarlet Hope

Outreach Assistant (Full-Time)

Roles & Responsibilities

This position is a full time Outreach Program Assistant which provides a full range of moderate to complex work assignments in support of the Outreach Program. This position reports directly to the Outreach Director but interacts closely with staff, interns, volunteers and ladies in the Scarlet Hope program. Work often requires active problem solving and effective interpersonal skills along with efficient administrative skills. Some early evening work is required.

Direct Report: Outreach Director

Desired Work Characteristics:

- **Love Jesus above all else**
- Team player with a great attitude and helps unify the team
- You accomplish things that are remarkable - above and beyond what's expected
- You exercise sound decision-making skills, acting quickly and decisively
- You communicate well and can convince others to act
- You deal well with ambiguity, and make order where others see confusion
- Flexibility with growing and changing program needs

Skill Set

- Creative and flexible problem solving strategies
- Excellent record keeping and organizational skills
- Education, training, and expertise in best practice standards
- Organized and task oriented
- Ability to multitask

Responsibilities

- Perform general administrative tasks that include, but are not limited to:
 - scheduling
 - volunteer correspondence
 - sending weekly emails
 - communicate with donors
- Manage communication platforms and social media platforms (mailchimp, facebook, etc)
- Process volunteer applications
- Assist with intake meetings and follow up process
- Receive and Sort Donations from regular donors (Gordon Food Services and Dare to Care) and one time donors.
- Coordinate meals for Weekly Outreach
- Oversee the Commercial Kitchen
- Update and maintain food pantry inventory
- Plan special events
- Participate in weekly outreach
- Complete special projects as assigned by the Outreach Director

Other Expectations & Responsibilities:

1. Attend staff meetings | 9:00am on Mondays
2. Aide in any fundraising events
3. Assist in the planning and execution of the annual volunteer retreat

Flexibility is a vital aspect of the role as Outreach 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.

Hours

These are the hours as they stand now but may change as we incorporate additional programing based on the needs of Outreach.

Monday: 8:30 am - 4:30 pm

Tuesday: 8:30 am - 4:30 pm

Wednesday: 8:30 am - 4:30 pm

Thursday: 11:00 am-Midnight (Outreach Evening)

Friday: 12:30 pm - 3:30 pm

Total: 40 Hours