

# Scarlet Hope®

## Administrative Assistant

### Roles & Responsibilities:

**Reports to: Denver City Coordinator**

**Location: Denver, CO**

Scarlet Hope exists to share the hope and love of Jesus with women who have been exploited by the adult entertainment industry. Our vision is to see every exploited woman restored by the hope and confidence that Jesus loves her.

The Administrative Assistant is responsible for supporting the Denver City Coordinator through administrative support, volunteer coordination, and expanding growth in the text outreach program with collaborative resources. This role is characterized by detail-oriented, timely communication and resource management.

This part-time position reports to the Denver City Coordinator and seeks to execute continued program growth with operational effectiveness. The position requires excellent organizational and collaboration skills, active problem-solving, and effective interpersonal skills.

### Responsibilities Defined:

#### **Administrative Support and Volunteer Coordination**

- Provide administrative support through various tasks to support the work of Scarlet Hope Denver
  - Newsletter and Prayer Team communications
- Effectively interact with donors through timely thank you notes, prompting City Coordinator for follow-up tasks and partnering for continued growth
- Maintain communication from the Denver team with volunteers for training, scheduling, and relational care
- Assist in the planning and facilitation of volunteer/participant fellowship events

### **Support the Leadership of Text Outreach**

- Assist in the consistency of text outreach
- Further the growth and development of text outreach volunteers
- Partner with the Denver City Coordinator for follow-up and case management care needed for text outreach clients

### **Manage and Expand Resources**

- Develop, utilize, and increase resource partnerships in the local community
- Proactively identify resources through research and engagement to meet the changing culture of the Adult Entertainment Industry
- Effectively connect clients with local resources
- Maintain a master resource list that the entire staff team can utilize

### **Desired Qualifications**

- Trauma-Informed Care Experience
- Experience serving trafficked or exploited women

### **Qualities & Skill Expectations**

- Strong written and verbal communication skills
- Excellent record-keeping and organization skills
- Collaborative and coachable
- Strong servant leadership
- Team player