

# Scarlet Hope®

**Administrative Assistant Reno**

**Spring 2024**

## **Roles & Responsibilities:**

**Reports to: Reno City Director**

**Location: Reno, NV**

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 Reno City Director 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 Reno City Director 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.

## **Job Responsibilities Defined:**

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

- Provide administrative support through various tasks to support the work of Scarlet Hope Reno
  - Special projects as applicable and maintain weekly tasks
- Effectively interact with volunteers
- Consistently cultivating gratitude to donors through timely thank you notes, prompting the City Director for follow-up tasks, and partnering for continued growth
- Maintain communication from the Reno team with volunteers for training, scheduling, and relational care

- Assist in the planning and facilitation of volunteer/participant fellowship events
- Oversee leaders of various aspects of ministry with direct coordination with Reno City Director

### **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 Reno City Director for follow-up and case management care needs from text outreach clients

### **Manage and Expand Hope for Her Case management and mentorship processes**

- Assist in protocols implementation and weekly engagement with participants
- Communicate effectively with the Director on the needs of participants
- Helps plan future tasks and policies for community and discipleship aspects of the ministry

### **Desired Qualifications**

- Trauma-Informed Care Experience
- Experience serving trafficked or exploited women
- Administrative experience
- Nonprofit/Ministry experience
- Spirit led discernment and wisdom

### **Qualities & Skill Expectations**

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

*Flexibility is a vital aspect of the role of an Administrative Assistant. Miscellaneous tasks and responsibilities may be assigned to you. It will be essential that your role be viewed as being a flexible member of a team. We are excited and thankful for your skills and gifts.*

### **Hours**

This is a part-time, hourly position. The general hours will be completed during normal business hours. However, flexibility will be required based on evening/weekend meetings and events.

