



Reports to: Executive Director

Compensation: \$18.05-\$19.95/hr plus benefits*

Hours: Part-Time (20 hours/wk); Tuesday-Friday; some flexibility with specific days & hours; some nights and weekends required; *benefits for part-time employees include paid sick leave, vacation, and spiritual day

Description:

Single Parent Provision (SPP) is seeking a mission driven professional eager to join the work God is doing through SPP to reach, serve, and champion single parent families throughout central Iowa. The Engagement & Administrative Specialist serves as a leader in facilitating, nurturing, and overseeing the volunteer experience by welcoming volunteers into the SPP community, identifying areas of intersection between their interests and our needs, and cultivating a positive rewarding experience for all who invest their time in our mission. As part of the engagement role, this position serves as a point of contact for our Church Partners. The second half of this position serves as administrative support to the Executive Director helping with various tasks including research, document and meeting preparation, internal and external communications and coordination, and various other tasks as assigned. The qualified candidate will be a detail-oriented individual who values people, thrives being a helper yet is successful at giving direction and taking initiative, and will be charged with executing the responsibilities below.

Responsibilities & Expectations:

- Engagement
 - Successfully manage volunteer in-take process including but not limited to: respond timely to all volunteer inquiries; conduct volunteer welcome calls and record volunteer interests and data; make introductions between volunteers and appropriate manager(s)
 - Ensure best practices identified and adhered to with volunteer recruitment, retention, and appreciation
 - Work with area managers to coordinate appropriate volunteer trainings and recruitment
 - Serve as the liaison between SPP and our Church Partners keeping the needs of these partners in mind and proactively providing them the tools and information they need to engage with our mission to the fullest
 - Identify ways for SPP to continuously make deposits into the relationships with our volunteers and Church Partners and collaborate with appropriate staff to do so
- Administrative
 - Support the Executive Director with various tasks including but not limited to:
 - Researching topics, data, and areas assigned
 - Document and meeting preparation
 - Procedural and system documentation and organizing
 - Scheduling and coordinating speaking engagements

Qualifications & Skills:

- A mature Christ-follower committed to and active in living out a growing relationship with Jesus
- Commitment to reflect in the best possible light: single parent families; SPP; its staff and board; and its mission, vision, and values
- Displays a high level of professionalism, thrives under pressure, and has a high attention to detail
- Minimum three years' experience in an administrative or comparable role
- Demonstrated ability to cultivate relationships with various people groups
- Strong communication skills both written and verbal as well as proficient with Microsoft Office
- Possesses a teachable heart willing to learn, be coached, and stay flexible
- Strong time management, prioritization, and organization skills
- Thrives as a helper yet able to confidently give direction
- Self-starter able to work independently with limited direction and collaboratively with a team
- Must be in agreement with, sign, and abide by SPP's statement of faith



SINGLE PARENT
PROVISION

_____Engagement & Administrative Specialist

To Apply:

Qualified applicants should send 1) letter or email of interest including a description of their faith and 2) resume to employment@singleparentprovision.org. Interested parties are encouraged to apply as soon as possible. References (including two pastoral references) will be requested from those interviewed. Hire contingent upon cleared background check and completed confidentiality agreement.