



**Reports to:** Executive Director

**Compensation:** \$18.80-\$20.00/hr plus benefits\*

**Hours:** Part-Time (24 hours/wk); some flexibility with specific days worked; occasional 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 Coordinator 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. In addition, 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 organization operations, 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, extremely thorough and complete in their work, and embodies an entrepreneurial mindset hungry and equipped to contribute to the growth and development of Single Parent Provision.

### **Responsibilities & Expectations:**

- Engagement
  - Serve as the open door to volunteers and potential volunteers who have interest in investing in our mission and purposefully cultivate relationships with them.
  - Successfully manage volunteer onboarding process including but not limited to: respond timely and effectively to all volunteer inquiries (via website, email, call, in-person, etc.); conduct volunteer welcome calls and record volunteer interests and data; make introductions between volunteers and appropriate manager(s); initiate check-in and follow-up touch points.
  - Regularly monitor developments and best practices in field of work including volunteer recruitment, retention, and appreciation and implement accordingly.
  - Collaborate with Development Manager to organize appropriate volunteer and donor appreciation efforts.
  - Work with area managers to coordinate appropriate volunteer trainings and recruitment efforts.
  - Serve as the liaison between SPP and our Church Partners, keeping the needs of these partners in mind and proactively providing them with 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.
  - Actively pursue community outreach opportunities (ministry fairs, volunteer fairs, etc.) that raise awareness and resources for the work of Single Parent Provision and identify creative and appropriate displays and items to convey appropriate messaging to applicable audiences.
- Administrative
  - Provide direct support to the Executive Director including but not limited to:
    - Overall Single Parent Provision operations and communication both internally and externally
    - Documenting procedures and systems; developing effective ways to keep said items up-to-date; implementing and maintaining described processes and procedures
    - Projects as assigned
    - Preparing documents and meeting components
    - Researching topics, data, and areas assigned
    - Coordinating and scheduling meetings and 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; Single Parent Provision; its staff and volunteers; and its mission, vision, and values
- Displays a high level of professionalism
- High attention to detail and thorough in work done; ability to identify all pieces needed to fully complete projects, tasks, and assignments and the initiative to take necessary actions to complete them in timeframes allowed.
- Strong time management, prioritization, and organization skills
- Demonstrated ability to cultivate relationships with various people groups
- Strong ability to problem solve and make adjustments quickly
- Minimum two years experience in an administrative or volunteer engagement role
- Strong communication skills both written and verbal
- Proficient in Microsoft Office
- Possesses a teachable heart willing to learn, be coached, and stay flexible
- 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

### To Apply:

Qualified applicants are encouraged to apply as soon as possible but no later than **March 19<sup>th</sup>**. Interested parties should send 1) letter or email of interest including a description of their faith and 2) resume to [employment@singleparentprovision.org](mailto:employment@singleparentprovision.org). References (including one pastoral reference) will be requested from those interviewed. Hire contingent upon cleared background check and completed confidentiality agreement.