Company Overview:
New Hope Center for Grief Support, located in Northville, Michigan, is a Christian-based non-profit organization dedicated to bringing hope, healing, and new beginnings to adults and children grieving the death of a loved one. Our vision is to create a safer community for grieving people by providing peer support, education and community, and through outreach, training, and practical resources. Please visit our website at: www.newhopecenter.net.

Job Description:
New Hope is looking to add an Office Administrator to our staff to increase our ministry’s capacity and impact. This part-time position reports to the Executive Director and would average approximately 25-28 hours per week. This includes 5 flex hours per week to allow for any evening/weekend programs or events. Primary responsibilities would include overseeing day-to-day office operations, programming support, leading office volunteers, and technology and database management.

Key Responsibilities:
• Assist the Executive and Program Directors in the execution of the organization’s mission and vision.
• Provide administrative support to New Hope grief programming through organizing participant registrations, evaluation data, and assisting with volunteer coordination.
• Oversee day-to-day office operations, including technology systems, donation processing, banking, donor/volunteer databases, and inventory maintenance.
• Manage, recruit, and train office volunteers to assist with day-to-day office operations, projects, and tasks.
• Implement and manage registration processes for fundraising/special events.
• Support with onsite grief support services through assisting with participant scheduling and follow-up communication.
• Assist with other administrative tasks as necessary.

Qualifications and Abilities:
• A solid Christian foundation with demonstrated spiritual and emotional maturity.
• Comfortable working in small, growing nonprofit environment with staff & volunteer teammates.
• Ability to implement office systems, manage volunteers, and organize & execute tasks.
• Bachelors level education preferred or equivalent office manager or executive assistant experience (including banking/bill paying).
• Proficient with computers and technology, including Microsoft Office 365.
• Demonstrates strong oral and written communication skills.
• Possess healthy self-care practices and professional boundaries.
• Experience with donor/volunteer database management preferred.
• Personal experience with grief and healing after loss is helpful.
• Some evening and/or weekend availability is required for programming and events.

Compensation:
Competitive hourly wage compensation based on experience.

**Strategic Recruiting Services has been contracted by New Hope to manage the hiring process for this position.**