

JOB DESCRIPTION

CLASSIFICATION:	Non Exempt/Hourly
POSITION:	Office Assistant Growth Strategies
EMPLOYMENT STATUS:	Part Time/Temporary
SUPERVISOR:	Coordinator of Advocacy

FUNCTION:

The **Office Assistant Growth Strategies** works to fulfill daily office functions related to the Growth Strategies Department, as well as special projects and tasks assigned by the Coordinator of Advocacy. Assists with Shared Hope International's (SHI) volunteer activities related to Summer Donor Thank You Campaign.

ESSENTIAL DUTIES:

1. Mail Prep: addressing and labeling envelopes, post cards, etc.
2. Some phone calling.
3. Salesforce Data Entry.
4. Assists SHI volunteers find their way around the office to their respective stations.
5. Other duties as assigned.

QUALIFICATIONS:

1. Some High School
2. Self-motivated, flexible, and capable of working independently and meeting deadlines.
3. Able to work on a team as a dependable member.
4. Have a positive "can-do" attitude and pleasant demeanor.
5. Professional demeanor and excellent interpersonal and communication skills.
6. Strong written and oral skills.
7. Some computer skills including Microsoft Word, Excel, and Outlook. Preference given to candidates with Salesforce experience.
8. Highly organized, detail orientated, and problem solving skills.

ABILITIES:

1. Ability to stand or sit for prolonged duration
2. Ability to perform repetitive finger, hand, and arm movements
3. Ability to lift 25 lbs.
4. Talking-giving verbal instructions in close range, and speaking over the phone
5. Able to perform simple math
6. Ability to utilize electronic equipment such as computer, 10-key, telephone, etc.
7. Ability to think critically and provide appropriate solution

Work location: Shared Hope International Headquarters in Vancouver WA.

Disclaimers:

1. Shared Hope International is an "At-will" employer. *This job description is provided for informational purposes only and does not form the basis of a contract.*
2. This description is intended to provide an overview of the responsibilities and duties of the position. It is not all-inclusive. The incumbent in the position will be expected to perform other duties as required. The responsibilities may change over time.

Hourly Wage: Minimum Wage (under 16) anticipated 24 hours a week

Qualified candidates should email to jobs@sharedhope.org:

- 1) **Cover letter**
- 2) **Resume**
- 3) **A list of three (3) professional references with contact information (Name, Phone, and email address).**

Interviews of all qualified applicants will be in-person at the Vancouver, WA Shared Hope International office. Shared Hope cannot pay or reimburse travel costs for interviewees. The desired start date will be as soon as a qualified person is found for this position.