**FUNCTION:**

The **Gratitude Campaign Assistant, Growth Strategies** works to help fulfill the goals and priorities of the Growth Strategies Department’s Summer Gratitude Campaign, as well as a variety of administrative tasks assigned by the Volunteer and Community Engagement Manager. This role supports Shared Hope International’s (SHI) Summer Gratitude Campaign by personally calling and thanking Shared Hope’s donors and supporters, and provides vital administrative support to the Growth Strategies Department with data entry, conducting research, and other projects as assigned.

**ESSENTIAL DUTIES:**

1. Make thank you calls and establish an open line of communication between Shared Hope and our donors and supporters.
2. Obtain updated donor contact information during calls.
3. Track donor responses and take detailed notes from calls with donors and supporters.
4. Handle personal information of donors with confidentiality.
5. Enter call campaign data into Salesforce.
6. Assists with coordinating volunteers for the call campaign.
7. Assists the Growth Strategies Department with research projects as assigned.
8. Other projects and duties as assigned by the Volunteer and Community Engagement Manager.

**QUALIFICATIONS:**

1. Excellent written and oral skills.
2. Ability to work on a team as a dependable member.
3. Have a positive “can-do” attitude and pleasant demeanor.
5. Professional demeanor
6. Strong database and computer skills including Microsoft. Preference given to candidates with Salesforce experience or comparable CRM.
7. A strong customer service focus.
June 2019

**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.

**Hourly Wage:** $12.00/Hour

Qualified candidates should email to [jobs@sharedhope.org](mailto:jobs@sharedhope.org):
1) Shared Hope Application
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.

**Disclaimers:**
SHI is an “At-will” employer. This job description is provided for informational purposes only and does not form the basis of a contract. 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.