



## JOB OPENING

### Administrative Coordinator

**Street Hope TN (SHTN)** is a faith-based nonprofit ministry with a mission to eliminate sexual exploitation and trafficking of children and to provide safe environments to foster healing and hope through Jesus Christ.

We do this through:

- Bringing awareness and light to the dark issue of Domestic Minor Sex Trafficking (DMST) to our churches and community
- Engaging children and youth with prevention messages, through our partnerships with local youth groups and schools, in order to stop the exploitation and trafficking of minors before it begins
- Providing training to equip individuals to identify signs of DMST, as well as understand the proper way to respond to possible cases
- Providing a holistic, Christ-centered restoration program through East Tennessee's first safe home serving DMST survivors ages 12 to 17
- Providing gatherings and opportunities for prayer
- Connecting and mobilizing churches, organizations, businesses and individuals who partner with SHTN and support our mission

**Start Date:** TBD

**Hours:** Part-Time (20-25 Hours)

**Location:** Powell, TN

**Organizational Relationships:**

Director of Operations

**Education:** High School Diploma or equivalent

### Position Summary:

Street Hope TN is hiring an **Administrative Coordinator** to help assist in our organization's day-to-day operations and procedures. The Administrative Coordinator will be reporting directly to the Senior Director of Operations. **This hourly, part-time position will be 20-25 hours per week in-office and offers a convenient Monday-Thursday schedule.**

The Administrative Coordinator role will require the ability to manage numerous details, in a fast-paced work environment while maintaining passion for the mission. To ensure success, applicants should have a clear understanding of our ministry's core values and culture. Top candidates will have excellent people skills, superb business acumen, excellent work ethic and have sound understanding of providing professional and administrative support.



### **Principle Duties:**

- Coordinate and execute daily administrative tasks as assigned by the Executive Director and the Senior Director of Operations
- Assist in donor relations communications as needed and directed
- Prepare bank deposits as needed
- Maintain and update the donor database as needed
- Be the first point of contact in the office (answering and returning phone calls, info emails, etc.)
- Serve as the liaison for scheduling and confirming speaking engagements, trainings and meetings
- Help implement business strategies, plans and procedures as needed
- Design and implement filing systems
- Oversee office volunteers
- Assist in the planning and execution of Street Hope TN events
- Monitor and maintain office supplies inventory

### **Minimum Qualification Requirements:**

- Must embrace Street Hope TN's mission, core values and statement of faith
- Associate's degree or higher, or equivalent experience
- Previous experience in administrative details and computer skills
- Proficiency in Microsoft Office, including Excel, Word, Outlook and SharePoint (PowerPoint proficiency a plus)
- Outstanding verbal and written skills
- Strong time-management and organizational skills
- Aptitude in decision-making and problem-solving
- Strong attention to detail
- Honesty and positive attitude

### **Preferable Qualifications:**

- Proficiency in Quickbooks
- Customer relationship management (CRM) system experience, such as donor or customer relations software (for basic data entry)
- Project management experience
- Strong proofreading/editing skills

**Compensation:** Competitive salary based on experience and education.

\*This job description in no way implies that the duties listed are the only ones the employee will be required to perform. The employee may be expected to perform other tasks, projects, and training as requested by his or her supervisor.

**Street Hope TN is an equal opportunity employer.**