

# Scarlet Hope<sup>®</sup>

## LAS VEGAS

### Ministry Assistant

Summer 2022

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This position is a part-time (10-15 hrs/week) Ministry Assistant position which provides a full range of moderate to complex work assignments in support of the ministry. This position reports directly to the Executive Director. The top priorities of the Ministry Assistant are assisting and working effectively with the Executive Director to accomplish the goals of Scarlet Hope Las Vegas. They will assist with day to day program operations and the administration of the ministry, including assisting in networking and recruiting efforts.

### Roles and Responsibilities

#### 1. Volunteer Coordination

- Assist in recruiting volunteers
- Oversee potential volunteers during the onboarding process
- Maintain current list of volunteer opportunities
- Create schedule for recurring volunteer needs
- Ensure timely and consistent communication with volunteers

#### 2. Development Assistance

- Curate list of existing and potential donors that can be cultivated
- Manage donor acknowledgement, delegating top-donors to the ED
- Prepare regular communication for donors (newsletters, etc)

#### 3. In-Kind Donation Management

- Solicit in-kind donations
- Maintain current list of in-kind resources on hand
- Verify appropriate use of in-kind donations within the ministry

#### **4. Administrative Support**

- You will be responsible for assisting with other essential functions of the ministry to ensure that our programs can continue. This will include a variety of tasks and responsibilities, including but not limited to:
  - Maintain accurate records and statistics
  - Manage Mailchimp email lists
  - Prepare Board Packets
  - Assist with social media accounts as needed

There will be miscellaneous tasks and responsibilities that may be designated to you during your role as Ministry Assistant. It is your job to prioritize and focus on what's most important and delegate each task or responsibility that you can. We will continue to evaluate and direct your responsibilities as we grow and develop Scarlet Hope Las Vegas. Flexibility is key.