

## **Administrative Assistant**

*Special Hope Network / Part Time / Location: Bellevue, Washington*

### **About Special Hope Network**

Special Hope Network (SHN) operates in Lusaka, Zambia (Africa) and exists to bring glory to God by creating a world where all children are valued. We impact communities by improving care for children with intellectual disabilities. This starts by equipping families and caregivers to provide children with a loving home, holistic health care, and exceptional education and therapies. Because we believe every child deserves access to these essentials, we open Community Care Centers (CCCs) where parents can learn and grow alongside their child. In Zambia, accessibility to care for children with intellectual disabilities is very low, and in Lusaka, facilities and programs offering necessary therapies and education are few and far between. Children who have disabilities are often left incredibly marginalized and vulnerable, and without a community of support, families are unsure how to care for their child.

### **Special Hope Network Core Values**

- We are driven by progress, and individually growth-oriented
- Each of us values kids with intellectual disabilities
- Each of us understands that SHN functions a faith-based ministry
- We have SHN and the children we serve at the front of our mind (not self-seeking, but child and family-focused)

### **The Role in Brief**

Special Hope Network is located in Lusaka, Zambia, but a few team members work in the U.S. both remotely in VA and the Bellevue, WA area. SHN is in search of a part-time Administrative Assistant who will support the operational and administrative functions of SHN.

This role requires a detail-oriented, organized, and self-motivated individual who is excellent at creating and maintaining systems and workflows. The ideal candidate will be an administrative professional who is passionate about quality assurance and process improvement, and knows how to write very meaningful thank-you notes, and interact caringly with each and every SHN donor.

**Location:** Bellevue WA area and Remotely

**Position Title:** Administrative Assistant

**Supervisor:** Laura Menenberg, Director of Operations, US

**Hours:** 5-20 hours/month (Flexible schedule but hours change seasonally)

**Pay:** \$15-20/hour, to be determined based on experience

### **Objectives (Job Description)**

- Support U.S. office in administration, fundraising, and donor relations
- Provide a positive, supportive team environment
- Cooperate with other team members so that all objectives and tasks are achieved effectively and efficiently
- Communicate with supervisor(s) about any issues and/or problems that arise

### **Primary Responsibilities**

- Meet with Director of Operations, US on a regular basis regarding activities, whether by phone, or in person
- Collect mail at least once a week from Bellevue mailbox (sometimes more during fundraising campaigns)
- Record donations in donor management software (eTapestry)
- Contact donors via email and phone to renew automatic giving
- Write passionate thank you notes to one-time donors and annually to recurring donors
- Assist with year-end mailing in November/December
- Other duties as assigned