



Job Description Office Assistant

Hands of Hope Northwest (hereinafter "HOHNW"), a faith based not for profit specializing in the collection and distribution of medical equipment and supplies, seeks an employee to serve as Office Assistant at the HOHNW headquarters in Nampa, Idaho. The Office Assistant will report directly to the Executive Director and will be responsible to the Board of Directors. The job is permanent part-time and hours are 25-28 hours weekly. Monday 8:30-2:00, Tuesday-Friday 9-2:30.

Requirements:

- Ability to represent the values and spirit of a private Christian charitable organization.
- Ability to work well with people, including staff, donors, clients, and volunteers.
- Proficient in using Microsoft Office Products and able to learn other software programs. Knowledge of QuickBooks and Bloomerang is a plus.
- Ability to prioritize tasks and create appropriate work flow strategies.
- Ability to use Facebook and other social media for promotion of the organization.
- Ability to speak clearly while using the telephone; have good verbal communication skills.
- Excellent written communication skills and attention to details.
- Ability to use copiers/printers, computers, and other office equipment.

Responsibilities:

- Write, format and print promotional letters, emails, and newsletters and prepare them for mailings using the appropriate software.
- Schedule and train Office Volunteers.
- Serve customers of medical equipment loaning program by backing-up receptionist, answering questions, loaning medical equipment and receiving equipment back into inventory.
- Work with donors who have equipment to donate and then notify the Facilities Manager about items that need to be picked up.
- Send thank you letters to all donors (monetary and Gifts in Kind) using donor relations software.
- Maintain stock of necessary supplies, anticipating requirements, and purchase items at office supply stores, Costco, etc.
- Assist the Executive Director and other staff members with any necessary tasks.
- Keep all office and distribution center forms up-to-date, improving or changing them as the need arises.
- Coordinate mailing crew to prepare bulk mailings, and then take forms and trays to Post Office, etc.
- Assist with fundraising events several times a year. These may occur after regular working hours.
- Other duties as assigned by the Executive Director.

Send resume and job application to Hands of Hope Northwest via email or by mail, Attention: Executive Director

Job Application can be found on the website.

Hands of Hope NW is an Equal Opportunity Employer

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