



Hope for Creation Administrative Intern Position Posting

Position Summary

Hope for Creation is a grassroots coalition working to encourage and support faith-based action on climate change in greater Kalamazoo. Hope for Creation is the southwest Michigan affiliate of the 501(c)(3) organization, Michigan Interfaith Power & Light. The Administrative Intern will work 8-10 hours per week, providing administrative and technical assistance.

The Administrative Intern works closely with Hope for Creation's coordinator. The Administrative Intern is primarily a remote position, with occasional hours of work on-site at events in southwest Michigan. Our current staff are usually located in Eastern Time.

This is a 6-12 month contract position with the possibility of extension, depending on grant funding. The position will pay \$20/hour with no benefits, for 8-10 flexible hours/week.

Key Responsibilities

- Update and maintain database of contacts, donors, and partner organizations
- Update and manage website content
- Create website content highlighting current initiatives
- Assist with social media posting
- Provide administrative and logistical support for virtual and in-person meetings
- Assist with scheduled print and electronic mailings
- Other tasks as assigned

Detailed Job Description

1. Maintain NationBuilder database including: transferring constituent data from previous system, monitoring donations, drafting thank you letters, running and formatting constituent reports, cleaning up membership records and keeping them updated.
2. Update and expand website content, including posting newsletter articles and upcoming events, researching and drafting stories about current members and actions, and as requested by the Coordinator.
3. Assist with social media posting, monitoring, inquiries, and responses in collaboration with Coordinator.
4. Format and send emails to network as requested by the Coordinator using NationBuilder.
5. Provide administrative and logistical support for in-person and virtual meetings, events, and conferences, including setting up registration, preparing, printing and sharing materials, and monitoring event registration.
6. Support events by assisting with set-up, sign-in, program content, and other logistics.

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Preferred Experience

- Familiarity with and commitment to Hope for Creation's work and/or similar environmental or faith-based organizations
- Experience and ability in administrative and remote office settings
- Knowledge of constituent record management databases (NationBuilder) and email marketing platforms, and demonstrated ability to learn and troubleshoot new platforms.
- Strong technical proficiency with Zoom and Google Suite
- Experience with social media technology and marketing (Twitter, Facebook, YouTube, Tik Tok, and other platforms).
- Familiarity in planning, coordinating, and executing events and meetings
- Some graphic design experience and website management experience a plus

Qualities

- Effective, demonstrated communication skills (both written and oral)
- Attention to detail and ability to maintain accurate records and files
- Self-motivated and able to work independently and also as part of a team
- Ability to solve problems and troubleshoot
- Ability to manage multiple projects simultaneously

To Apply:

Send a resume, cover letter, sample of previous virtual work (website, newsletter, campaign, etc.), and three references (including contact information) to: hopeforcreationswmi@gmail.com.

Consideration of applications will begin August 1, 2021, and will continue until the position is filled. Please send documents in Microsoft Word, Google Docs, or Adobe PDF format. The position is open until filled. Include your preferred pronouns in your cover letter or resume.

Hope for Creation is an equal opportunity employer and welcomes staff and volunteers from diverse backgrounds. All qualified applicants will be considered without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.