

Hope Scarves Office and Outreach Manager

Reports to: Executive Director

Hours Required: 25 hours per week (Monday-Thursday 9am-3pm)

The Office and Outreach Manager is an on-site position that is crucial in ensuring the smooth and efficient operation of Hope Scarves. This role is responsible for managing various administrative tasks, providing support to team members, and overseeing the daily operations of the office. This position requires initiative, good judgment, independent decision making, and excellent computer skills. The ideal candidate projects an inviting energy and consistently demonstrates a willingness to help staff and volunteers at Hope Scarves.

Hope Scarves was founded in 2012 as a non-profit organization supporting people facing all types of cancer through scarves, stories and research. We have experienced exponential growth and expansion after the passing of our founder, Lara MacGregor and are looking to expand our team. We encourage ingenuity and creativity in all aspects of our organization and believe that the key to our success has been both our authenticity and "family feel" amongst staff members as we serve those facing a cancer diagnosis.

Essential Duties

The responsibilities of the Hope Scarves Office and Outreach Manager include, but are not limited to, the following:

- Providing support to Hope Scarves Executive Director.
- Providing general administrative support, including phone calls, emails, and constituent correspondence.
- Overseeing day-to-day office operations, ensuring that everything runs efficiently. This includes, but not limited to, maintaining inventory, coordinating volunteers, ensuring hospital partnership orders are fulfilled in a timely manner, and organizing community wrap-ups and events.
- Facilitating internal communication within the office, ensuring that information is disseminated to employees in a timely and efficient manner.
- Overseeing and managing staff paid time off.
- Entering data into various platforms and generating reports as requested.
- Greeting volunteers and ensuring their time is both productive and fulfilling.
- Planning and managing employee engagement activities that boost staff morale and relations

Qualifications

- Highly energetic, personable, and welcoming personality.
- Excellent verbal and written communication skills.
- Strong organizational skills with close attention to detail.
- Ability to multitask.
- Proactivity, self-direction, and ability to take initiative.
- Willingness to be a team player and jump in and help as needed.
- Proficiency in computer skills including Microsoft Office, Salesforce, and Canva.
- Demonstrates HR skills in dealing with staff and ability to have authentic conversations when needed for the betterment the organization.
- Service-oriented approach when dealing with volunteers.

To apply send cover letter and resume to annalaura@hopescarves.org