HOPE INTERNATIONAL

Mission

To invest in the dreams of families in the world's underserved communities as we proclaim and live the Gospel.

Method

We share the hope of Christ as we provide biblically based training, saving services, and loans that restore dignity and break the cycle of poverty.

Motivation

The love of Jesus Christ motivates us to identify with those living in poverty and be His hands and feet as we strive to glorify God.

Office Assistant

JOB DESCRIPTION

The office assistant is responsible for the functioning of the Lancaster office. He/she supports the work of the senior office manager two days a week.

LOCATION: Lancaster. PA

DEPARTMENT: Office Management

REPORTS TO: Senior Office Manager

BAND: Support

STATUS: Non-exempt, Part-time, Domestic Employee

FULL SUMMARY

The office assistant is responsible for the functioning of the Lancaster office two days a week, undertaking regular duties and special projects while proactively supporting staff needs, fostering a positive office culture, and ensuring a welcoming and effective work environment for both in-office and remote staff.

RESPONSIBILITIES

Promote and contribute to the fulfillment of HOPE International's mission and vision.

Operation of CSU-Lancaster Office

Answer and direct all incoming calls, greet and host visitors, sort and deliver mail

Respond to inquiries via email, mail, and phone

Maintain office work environment: maintain clean conference rooms, ensure common areas are tidy and kitchen well-stocked, ensure doors remain locked

Maintain relationship with office supply company: make weekly orders of office supplies; keep the office supply closet, mailing station, and snack areas well stocked

Submit timely expenses and receipts of all office purchases

Assist employees with office systems: supply needs and orders, conference room booking, mailing questions/needs (USPS, FedEx, etc.)

Innovate team and culture building activities: lunch & learns, optional fun gatherings

Departmental Support

Maintain the president's calendar: respond to calendar requests and initiate requests as needed

Respond to info@hopeinternational.org email, improving responses to partnership request and general inquiries

Support HR, advancement, and executive office's requests including food ordering & set up, mailing projects, board meetings and HR interviews

Special Projects

Take on special projects in areas such as but not limited to organizational event planning, office décor updates, and annual office clean

Manage large conference room bookings, used by outside organizations, including reservations, set up, and tech assistance booking

Innovate special projects which bring clarity to office management procedures

QUALIFICATIONS

Personal confession of faith in Jesus Christ and commitment to the mission and vision of HOPE International

Bachelor's degree preferred, relevant administrative or office management experience may also be considered

Ability to demonstrate flexibility and respond kindly, quickly and accurately to staff and guests

Strong interpersonal skills

Willing to serve where needed

Ability to identify viable solutions to challenges; problem solving skills

Strong organizational skills, including effective time management and prioritization of competing demands/multiple deadlines

High attention to detail

Excellent oral and written skills

Fluency with Microsoft Outlook and Office Suite (email, calendar specifically), ability to navigate and research online

Ability to lift 30 lbs.

HOW TO APPLY

Apply online at hopeinternational.org/take-action/careers. Due to the anticipated volume of candidates, we are unfortunately unable to respond to phone calls or individual inquiries.