



JOB DESCRIPTION

Position: Mobilization Coordinator (Temporary, Full-time or Part-time)

Reports to: Director of Church Partnerships

Last Updated: July 2019

DESCRIPTION

Hope for New York (HFNY) mobilizes volunteer and financial resources to organizations serving the poor and marginalized in New York City. Our **vision** is a city in which individuals and communities experience spiritual, personal, social and economic well-being through the demonstration of Christ's love.

HFNY seeks a highly motivated, organized and detail-oriented individual to support HFNY's Mobilization Team for a 4 month period. The Mobilization Team consists of the Church & Community Engagement, Advancement, and Communications departments. The Mobilization Coordinator will provide support in the following areas: 1) administrative support for the Mobilization Team, 2) meeting & event logistics, and 3) data management.

PRIMARY RESPONSIBILITIES

Administrative Support for Mobilization Team

- Customer service - field and direct inquiries (phone & email) from our stakeholders
- Schedule all meetings and events for mobilization Team; reserve rooms
- Work with Mobilization Team to set agenda, take notes and send follow-ups from meetings
- Create and send Mobilization Team emails through Salesforce and Pardot
- Manage check request process for Volunteer Impact Grant reimbursements
- Support church-side communications, especially as it relates to mobilization needs
- Support Mobilization Team staff in credit card reconciliations

Event Logistics

- Oversee logistics for Mobilization Team events
- Coordinate events, such as His Toy Store, packing projects at church partners, etc.
- Assist with on-site event execution as needed
- Place catering orders; accept and set up food for meetings/events
- Manage room/venue set up; ensure meeting organizers have necessary IT and A/V equipment
- Enter all external participants in building security system; create nametags for participants

Data Management

- Manage data entry for events, including attendee information, follow-up, etc
- Support Mobilization and Program Teams in adding and updating volunteer opportunities in Salesforce and HFNY's website
- Collect and enter volunteer attendance information from Team Leaders and affiliate staff
- Create and run reports for Mobilization Team
- Maintain data quality across Mobilization Team databases

JOB QUALIFICATIONS

- Deep commitment to serving the poor and marginalized



- Familiarity with Hope for New York and its programs preferred
- 2+ years of prior administrative and/or data management experience
- Proven administration and time management skills to complete a high volume of varied responsibilities in a fast-paced setting with keen attention to detail, thoroughness and accuracy
- Able to manage and prioritize multiple projects and deadlines simultaneously
- Self-starter, quick learner, diligent worker; able to work independently with minimal oversight
- Thrives under pressure, remains calm and takes on difficult challenges
- Resourceful and strategic problem-solving ability; takes initiative with solutions
- Demonstrated ability to work effectively individually and as part of a team
- Flexible and adaptable; open to feedback and improvement with positive and humble attitude
- Proficient in MS Office in advanced capacities – Word, Excel, PowerPoint
- Proficient with all G Suite (Google) apps
- Adept with new technology and social media
- Proven experience working with databases - (Salesforce preferred)
- Strong analytical skills preferred
- Bachelor's degree

OUR CORE VALUES

- **Collaboration** - We work better when we work together. We encourage teamwork, we share goals, and we learn from each other.
- **Excellence** - We are entrusted to do important work so we strive to do our best. We are stewards of the gifts, talents, and resources we have as individuals and as an organization.
- **Growth** - Everyone on our team has been given unique gifts and talents to offer. We are committed to providing opportunities to learn and grow so we can flourish.
- **Passion** - We have Kingdom ambition to catalyze Kingdom renewal. We set big goals because we want to make the biggest impact we can for the poor & marginalized in NYC.
- **Respect** - We share our ideas and listen to the ideas of others. We communicate with humility, candor, respect, and encouragement.
- **Joy** - We nurture a community where there is meaningful work, celebration, appreciation and recognition.

DISCLAIMER

The preceding job description has been designed to describe the general nature and level of work performed by employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of the employee(s) assigned to this job. Other duties may be added, or this job description amended at any time.

To perform this job successfully, an individual must be able to perform the principal duties satisfactorily. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the principal duties of the job, except where to do so would cause an undue hardship on Hope for New York's business operations.

Employment at Hope for New York is at-will, which means that either the employee or Hope for New York can terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in this Job Description should be construed to diminish the at-will employment relationship in any manner.