



Front Office Administrator

About Giving Children Hope: Giving Children Hope (www.gchope.org) is a faith-based partner providing sustainable hope across the street and around the world. We do this through a variety of programs including ongoing crisis and disaster response in collaboration with local and global communities. In the local community, Giving Children Hope provides 1200 backpacks full of food to children in need every week. Internationally, Giving Children Hope has shipped food, medical supplies and basic needs to people in crisis in over 30 countries in the last year alone.

Position Summary: This position is responsible for ensuring that the office operates smoothly and efficiently including assisting the Executive team. The right candidate for this position will be personable, a self-starter, self-motivated, and pay strict attention to detail. Focus and completion of tasks is necessary, but s/he must be able to see the big picture of the organization and its future. Creative problem solving, a love of new challenges, and working as part of a team in a multi-cultural and diverse environment are necessary qualities in this position. This is a full-time position. Reports directly to the Director of Business Operations; works closely with various departments.

Main job responsibilities include:

- Managing general office needs, including but not limited to:
 - Answering phone calls and emails, and greeting guests
 - Directing calls, emails and guests to appropriate departments
 - Manage office equipment and office supply levels; requesting repairs and orders as needed
- Manage temporary worker scheduling
- Assist the CEO and COO
 - Manage CEO's schedule and all appointments
 - Assist with day-to-day tasks
 - Assisting with communication between the organization/CEO/COO and the Board of Directors; ensure all paperwork and communication is set for all Board meetings.
- Assist with special events as needed

Additional responsibilities include:

- Assist with Human Resources as needed
- Work with IT to ensure all computer systems are running effectively
- Maintain corporate records

**Qualities:**

- Proficiency with general office equipment (computers, printers, copiers, fax machines, etc.)
- Knowledge of Google Apps, including Gmail, Drive, and Calendar, is required
- Skillful typist
- Personable and friendly
- Advanced communication skills – verbal and written
- Professional, friendly and courteous demeanor
- Ability to multi-task and prioritize a variety of projects
- Bilingual in Spanish required

Work Experience

3-5 years administrative experience.

Experience working in a fast-paced environment.

Education

High School Diploma required, appropriate work experience may be considered.

Salary Range: \$14-16 an hour, depending on experience.

Email your cover letter and resume to jobs@gchope.org. No phone calls, please.