

**Access of West Michigan
Office and Development Assistant Temporary
Job Description**

Who We Are

Celebrating the activity of God in our midst, the mission of Access is to strengthen and develop wholistic solutions to poverty by cultivating equitable systems through education and collaboration. Over the last 5 years Access has reframed our approach to poverty by focusing on prevention through systems change. Our three initiatives are Good Food Systems, Congregation Connections, and Poverty Education. The Good Food Systems initiative focuses on growing a local food system that is fair, green, healthy, and affordable for all. Through Congregation Connections, Access connects the faith-based community to issues of justice and stewardship within benevolence outreach. Poverty Education exists to overcome misconceptions about poverty and motivate people to become involved in activities that promote justice in our communities, as well as provide economic opportunity for our workshop staffers.

The Position

Part Time, Temporary

The Office and Development Assistant is a temporary role to help offset staff tasks during two concurring maternity leaves, October - January. The position will be flexible, with a 6-10 hour per week schedule for up to 16 weeks. Pay for this position is \$15/hour. This position will report to the co-director. Tasks will include data entry, assembly of mailings, assistance in writing/sending/posting e-newsletters and social media.

Responsibilities

- Assist with the Year End giving campaign
- Write thank-you notes and make thank-you calls to donors
- Assist in any events as needed
- Assist with marketing and communications using The Adobe Suite, Canva, Wordpress, and Constant Contact to update and publish:
 - Social Media posts
 - E-Newsletters
 - Updating program materials
 - Additional items as needed
- Assist in donor tracking activities: enter gifts, run receipts, run reports for appropriate staff
- Manage Access general info@ email account
- Overall, be super jazzed about the work of Access and our impact in the community

Requirements

- High organizational skills, with accuracy and attention to detail
- Excellent verbal and written communicator who finds joy in meeting new people and telling the exciting story of Access
- Ability to handle data entry with focus and accuracy
- Commitment to the goals of an anti-racist culture with understanding of the principles of diversity, equity, and inclusion
- Knowledge of Microsoft Office Programs: Excel, PowerPoint, and Word
- Knowledge of Adobe Suite, Giftworks, Constant Contact, and social media platforms as well as Wordpress preferred

Think you're a phenomenal fit for us? Submit interest letter and resume to jobs@accessofwestmichigan.org by September 11, 2020