**The Sarah Michelle Peterson Foundation**

**Job opening: Administrative Coordinator**

The Sarah Michelle Peterson Foundation’s mission is saving lives by providing suicide prevention programs and resources for the Hampton Roads communities and beyond. Our vision is a world without suicide.

The Administrative Coordinator reports to the Executive Director and works closely with all staff and volunteers to provide support and coordination for operations and programming, fundraising, and internal training.

**Employment Status:**

Part time, non-exempt, 15-20 hours per week.

Work schedule is flexible and will be coordinated with the Executive Director, and can include a combination of hours in the Norfolk office at 4500 Colley Ave. and hours working remotely. Though not routine, there will be occasional working requirements outside of normal business hours (9am-5pm).

**Duties and Responsibilities:**

* Use the Bloomerang donor data base to keep donor profiles updated, manage gifts, thank donors, record communications, run reports, etc.
* Assist in researching and preparing applications for grants and sponsorships.
* Effectively engage, support, and provide tracking and coordination for volunteers
* Order materials and keep track of inventory
* Organize, track deadlines, and assist with filing of annual paperwork required of a nonprofit corporation
* Create and distribute newsletters, flyers, calendars, and social media posts (Facebook & Instagram) using Canva Pro
* Assist in scheduling, coordinating, documenting, and attendee follow-up for mental health and suicide awareness/prevention trainings and programs presented by the foundation. This position may include an opportunity to become trained in program delivery.
* Host resource table at some events
* Provide input (primarily content) to assist with updating and maintaining the foundation website

**Required Qualifications:**

* Excellent verbal and written communication skills.
* Ability to establish and maintain effective working relationships
* Excellent administrative and organizational skills
* Proficiency in Microsoft Office Suite programs and Google applications
* Experience with social media platforms (Facebook, Instagram)

**Preferred Qualifications**

* Proficiency using Bloomerang
* Proficiency in Canva Pro
* Experience with Wordpress
* Bachelor’s degree or equivalent experience in communications, education, or mental health fields

**Desired Attributes:**

* Passion for ending suicide and promoting good mental health for all ages
* Ability to work independently and in collaboration with a team
* Flexible and able to manage multiple priorities
* Well-organized with exceptional attention to detail and follow through
* Ability to utilize tact, discretion, and good judgement at all times, but especially when dealing with sensitive or confidential material

**Compensation** range is from $15-$17 per hourcommensurate with skills and experience. No benefits can be offered at this time.

Employment will be contingent on a successful background check.

**About the SMP Foundation:** Founded as a non-profit organization in 2014, The Sarah Michelle Peterson Foundation has grown steadily and now provides programs and resources to schools, colleges, work places, churches, community centers, libraries, gyms, and other locations throughout the region, and is actively forming partnerships throughout the state. The foundation is governed by an active nine-member board of directors and is led by a full-time executive director, assisted by a full-time program coordinator. The foundation team includes a core group of more than 25 volunteers who present programs, staff resource tables, and assist with other needs.

In accordance with federal laws enforced by the U.S. Equal Employment Opportunity

Commission, the SMP Foundation will not discriminate against employees or volunteers

on the basis of an individual's race, color, gender identity, gender expression, religious

beliefs, sexual orientation, national origin, age, or physical ability.

**How to apply:**

Send a current resume and letter of interest to Michelle Peterson, Executive Director, [michelle@sarahmpetersonfoundation.org](mailto:michelle@sarahmpetersonfoundation.org)

**This position will be open until filled. In order to be included in the first group of applications to be reviewed, your application must be received before March 11, 2023.**