



Inspiring Children & Families to Move Forward

Job Opening: Part-Time Executive and Development Administrative Assistant

HopeSpoke is currently hiring an Executive Administrative Assistant to provide support to the Executive Director and agency Development Director.

Must be able to work with confidential information, have excellent communication and people skills and a positive can-do attitude, attention to detail a must, and previous database work a plus. Social media and website upkeep experience a plus as well. The ideal candidate will work independently and as a member of a team.

Duties include part-time 20 hours a week, taking minutes, scheduling, coordinating projects, preparing documents, donor database support and other duties related to development.

Responsibilities include entering gifts, pledges, and payments in the donor database; generate thank you letters in a timely manner; and ongoing database management.

High School diploma or equivalent or 1 year experience in administrative or general office work. Schedule varies with core scheduled between hours of 9 a.m.-3 p.m. with accrued vacation, sick leave benefits.

To apply mail resume to:

HopeSpoke
Attn Human Resources/Executive And Development Administrative Assistant
HopeSpoke
2444 "O" Street
Lincoln, NE 68510

Or email your resume to hr@hopespoke.org

Contact Human Resources at 402.475.7666 with questions.

HopeSpoke is an Equal Opportunity Employer.