



Office Administrator, Hands of Peace

Our Organization

Hands of Peace is a U.S.-based organization that empowers American, Israeli, and Palestinian youth to become agents of change.

Responsibilities

The Office Administrator will be responsible for providing direct support to the Development Department, Marketing Department, Executive Director and other staff on development, marketing, and administrative tasks. The successful candidate will exercise good judgment, sound decision-making, flexibility and resilience when confronted with emerging needs. Applicants will possess:

- Excellent communication/interpersonal skills
- Strong technology skills
- Strong organizational skills
- Experience in an office environment
- Excellent attention to detail
- Diplomatic skills in interacting with adult donors and volunteers as well as teen participants

Key areas of involvement include but are not limited to:

In support of the Development Department:

- Process contributions into the DonorPerfect database, handle bank deposits, and draft and coordinate donor acknowledgements, make administrative phone calls. Requires exceptional customer service and attention to detail.
- Prepare deposit and donation summary reports and spreadsheets for board and staff, including annual reporting.
- Under direction from Development staff, maintain a yearly grant application schedule, organize materials for grant applications and draft grant applications.

In support of the Marketing Department:

- Provide support for special event publicity, registration and payment, onsite logistics and A/V support.
- Assist Marketing Director with basic website maintenance, web and marketing design.
- Create, modify, and track application, registration, and survey forms.

- Publish application links for program and job applications to various platforms and track incoming applications.
- Pull and verify accuracy of lists for email and mail campaigns.
- Oversee inventory of physical and digital marketing materials.

In support of the Executive Director:

- Manage the physical office, including ordering and managing office inventory, maintaining a clean and efficient office, answering and directing phone calls, processing and sorting mail, and providing general hardware/software support and training for other staff.
- Schedule regular staff meetings and other meetings as needed, manage electronic calendars, and take minutes.
- Maintain database and ensure all data is up to date following internal best practices.

Other duties as assigned, including occasional event support during nights or weekends.

Qualifications

- Four-Year Degree required.
- Excellent organizational skills, self-starter with ability to meet deadlines and balance competing priorities.
- Excellent computer skills and the ability to work in/learn many different technology platforms including the following or similar programs:
 - Google Suite
 - Microsoft Suite
 - Spreadsheets and mail merge
 - DonorPerfect or similar CRM database
 - WordPress or similar web platforms
 - DropBox
 - Zoom and other communication platforms
 - Social media platforms such as Facebook, Instagram, Twitter, HootSuite
 - Design programs such as Canva, Photoshop, Publisher
 - Experience with photography and video shooting/editing is a plus.
- Physical requirements include ability to lift 25 pounds and regularly spend hours working on the computer.
- 1-Year of experience in a similar role preferred.

This is a full-time, office-based position in Glenview, IL.

Hands of Peace is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, LGBTQ+, and other underrepresented applicants.

To apply, please send a cover letter, resume and three references to recruiting@handsofpeace.org.