

**The Hope Center**  
Hope in the Mountains, Inc.  
410 W Main Street – PO Box 1675  
Sophia, WV 25921

***A Ministry of Hope in the Mountains, Inc.***

<https://hopeinthemountains.com/>

***Our mission is to be an outreach for Jesus Christ in communities where there is need, offering a connection to Christ by offering an environment of hope and practical ways to improve lives.***

*July 19, 2024*

*This is an IMMEDIATE job opening for a:*

Job Description - **Staff Assistant**

- *Part time (up to 32 hr/week)*
- *Starting pay \$20.00/hr or consistent with experience and education*
- *Benefits: Holidays, PTO, limited flexible schedule*

**General Responsibilities:** Serves as Staff Assistant to provide assistance in the day-to-day operations of the Hope Center. The Staff Assistant is accountable to the Director or designate.

**General Functions and Duties:**

1. Reports to the Executive Director (or Chair of the Board of Directors (or designate) in their absence) to pursue short-term goals and objectives as defined by the Chair and the Board of Directors.
2. Assist the Executive Director in the general oversight of programs and property of Hope in the Mountains.
3. Keeps records and data and produces reports as required by the Board.
4. Implements and administers the policies of the Board.
5. Scheduling and supervision of volunteers.
6. Coordinates with the Executive Director and staff of the Raleigh County Family Support Center in operations of the Hope Center.
7. Maintains confidentiality of employees, volunteers, donors, and persons served.
8. In the absence of the Executive Director or as directed, develops and sustains working relationships with Town of Sophia government and agencies, local schools, members of the community and other community and church agencies and programs.

9. Acts on the financial affairs of the Hope Center in accordance with policies provided by the Board.
10. Assists the director with record keeping as it relates to the budget and programming of the hope center and helps with reporting for active grants.
11. Maintains the membership list of “Friends of Hope in the Mountains”, including communicating updates and information with new and existing members and sending information to potential members in compliance with the membership policy.
12. Work with the director on fundraising, keep records of donors and ensure that acknowledgment is sent to all donors.
13. Shall be in compliance with mandating reporting requirements as outlined in WV Code 49-2-803 and HITM’s Child & Vulnerable Adult Safety Policy (Safe Sanctuary compliant), satisfactorily complete periodic back-ground checks.
14. Works with the Trustee Chair of the Board to properly maintain the Hope Center facility.
15. Communicates the program and mission of Hope in the Mountains at every opportunity locally and within the Southern District of the United Methodist Church.
16. Other requirements:
  - a. High School diploma or equivalent;
  - b. Punctual, Dependable: reports to work on time;
  - c. Must have reliable transportation;
  - d. Good Communication skills;
  - e. Computer skills (MS WORD, Excel, e-mail, etc.);
  - f. Remain drug free;
  - g. Suitable and acceptable appearance; and
  - h. Complies with Employee Handbook and Social Media Policy.

To apply, please send complete resume along with contact information via e-mail to [hopeinthemountains@earthlink.net](mailto:hopeinthemountains@earthlink.net)