

Job Title: Operations Administrator, Statewide

Details: Hourly, \$20/hr. +/-20 hrs per week. Paid time off, paid holidays, Simple IRA match.

Location: In-person West Michigan site

Reports to: Director of Development and Growth, Statewide, supports leadership team.

Children's Healing Centers (CHC) are the nation's first recreational centers for kids with weak immune systems. With sites in Ypsilanti Township and Grand Rapids, Michigan, we provide social and emotional healing in a germ-free environment. The Centers are safe havens for kids ages 0 to 26, and their families, to step away from the stress of a complex medical diagnosis to just have fun! We break down the barriers of isolation and make play possible.

The Operations Administrator responsibilities include:

Support program, development and finance departments by:

- Entering and ensuring accurate data in database softwares.
- Generating reports to provide insights on trends and performance.
- Exporting information for use in communications, fundraising and research.
- Entering program information into digital and print communication templates.
- Tracking program effectiveness and executing reports on grantor websites.
- Executing donor gift receipts and thank you notes.
- Coordinating administrative tasks for events.
- Board and committee meeting administrative support.
- Performing other duties as needed to operate a Center.

Qualifications:

- High school diploma or equivalent.
- Experience in an administrative role is ideal.
- Familiarity with Office 365 (Word, SharePoint, Outlook). Proficient in Excel.
- Experience in database software a plus (CRM, Quickbooks).
- Knowledge of entry design software a plus (Canva, Constant Contact, Wordpress).
- Clear communication and writing skills.
- Meet qualifications for Center participation including annual flu vaccination.

Key Characteristics for Center staff:

- Passionate and committed to serving immune compromised children and their families
- Willing to do whatever is needed to make the organization a success
- Self-starter with the ability to generate and prioritize work for themselves
- Continual learner, comfortable executing projects outside of knowledge area
- Can handle sensitive information with integrity and confidentiality

Children's Healing Center is an equal opportunity employer.

Please send cover letter and resume to jobs@childrenshealingcenter.org