



COMMUNITY PROGRAMS & DEVELOPMENT ASSISTANT

Job Title: Community Programs & Development Assistant
Department: Community Programs & Development Department
Reports to: Community Programs Manager/Development Manager
FLSA Status: Part-Time, Hourly, Non-Exempt

About Miracles for Kids:

Miracles for Kids helps families with critically-ill children battle bankruptcy, homelessness, hunger and depression so they can concentrate on fighting for their child's life.

Miracles for Kids is one of the only organizations on the West Coast that provides monthly financial assistance, subsidized housing, mental health services and wellness activities to families with a critically-ill child. The services help create stability when families are crumbling from the financial and emotional devastation of fighting for their child's life. Founded in 2002, Miracles for Kids has a main office in Irvine, CA and a subsidized housing complex, Miracle Manor, in Orange, CA. To learn more about how Miracles for Kids has joined forces with parents and loved ones, visit www.miraclesforkids.org

Job Overview

The Community Programs & Development Assistant position is responsible for providing support to the Community Programs and Development teams with a primary focus on event planning/coordination, event support, donation solicitations, donation tracking/inventory control, family tracking, data entry, and other stewardship efforts. This position is a great opportunity to gain experience in a variety of event, campaign, and program initiatives all while benefitting families and children in desperate need.

Qualifications and Skills

- Bachelor's Degree
- Must be well organized, flexible, and able to work under pressure
- Excellent verbal and written communication skills
- Strong customer service and interpersonal skills
- Able to work event hours. Shifts will be based on event schedules, and you must be able to work some evenings and/or weekends based on our event calendar
- Proficient in Microsoft Office (Microsoft Excel, Word, PowerPoint, Outlook)
- Must occasionally lift and/or move up to 25lbs
- Bilingual Spanish preferred (not required)
- Blackbaud Raiser's Edge experience preferred (not required)

This Job Is for You If You:

- Are passionate about doing something you love for a cause you believe in
- Enjoy event set up, logistics, and management and have an eye for detail
- Are organized, hardworking, and willing to roll up your sleeves with a team that you can have fun with
- Have an interest in the nonprofit sector and specifically the community programs/development departments
- Are seeking a position that provides professional growth while also giving back to an underserved segment of our community in great need

Work Environment:

- Part-time at the Miracles for Kids office in Irvine, CA
- Occasional evening and weekend hours

Interested? Apply Today!

- Email your cover letter and resume to Saphira Roberson: sroberson@miraclesforkids.org
- In your cover letter, please explain why this position appeals to you and indicate your hourly wage expectations

The individual in this position will be working in an office environment with limited exposure to our patient children and their families. The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and required skills. Job Description may be subject to change to meet the needs of the organization. Employment with Miracles for Kids will be "at will," meaning that either the employee or Miracles for Kids may end employment at any time and for any reason, with or without cause.

www.miraclesforkids.org | (714) 730-3040 | 17848 Sky Park Circle, Suite C, Irvine, CA 92614