



Looking for a positive, organized, creative go-getter to join the Tamarack Grief Resource Center TEAM! Please spread the word!

Job Title: Nonprofit Coordinator

Reports to: Ariell Pirwitz, Outreach and Development Specialist

Type of position: Full-time

Hours: 40 hours/week

Pay: \$14-17 DOE

Hours will be primarily between 8:45 am and 6:30 pm M-F. Some weekend and evening hours may be required for meetings, projects, or special events.

General Description

Job summary

Work with TGRC staff team to provide extraordinary customer service, oversee operations and assist with development and overall efficient non-profit functioning:

SERVE AS OPERATIONS LEAD

- Coordinate, maintain, upgrade and manage technology and interface with technology providers when necessary
- Research, setup and inform staff of technology upgrades and changes
- Coordinate maintenance of organizational vehicles
- Coordinate building maintenance including grounds, cleaning, repairs, garbage and removal of recycling

ASSIST WITH DEVELOPMENT

- Research, draft, and edit grant proposals and reports
- Assist with Special Events (planning, implementation, follow up)
- Assist with in-kind donation solicitation, coordination, and acquisition
- Assist with donor care including acknowledgement, appreciation, phone calls and letters
- Help draft, edit, prepare, and disseminate appeals
- Assist with social media
- Assist with website updates
- Be aware of development calendar to help prepare for, follow up with, and represent TGRC as needed at meetings and events
- May supervise assistants and/or volunteers

FULFILL OFFICE AND RECEPTION DUTIES

- Answer phones, take/relay messages, respond to inquiries
- Respond effectively to individuals who call when in distress
- Prepare office and clinic for the day (lights, check voicemail, etc.)
- Welcome guests and clients to TGRC



- Assist with photocopies, mailings, filing, and disseminating information
- Receive and process mail/money as per protocol
- Maintain written ledger of revenue
- Assist with data entry and database management/maintenance
- Maintain master calendar of TGRC events, mailings, staff activities, meetings and appointments

MAINTAIN CLEAN AND ORGANIZED PROFESSIONAL OFFICE SPACE

- Ensure overall office cleanliness
- Organize and inventory marketing materials and office supplies
- Stock water / tea stations daily
- Empty and reload dishwasher daily

Work experience requirements

One or more year experience with nonprofits preferred.

Education requirements

Preferred candidate with hold Bachelors degree in nonprofit studies, business, communications, or related field.

The ideal candidate will have a minimum of one-year nonprofit experience, strong technology training and experience, ability to work with a team, attention to detail, and proficient computer/word processing skills. Must be able to lift and move 15 lbs, navigate stairs, type 35 words/minute, and have a valid Driver's License.

Interested applicants are asked to send the following materials to TGRC:

1. Letter of Interest
2. Resume
3. Names and Phone Numbers of Three References
4. Sample appeal letter

A hard copy or electronic application can be forwarded to:

Search Committee
ATTN: Search
405 S. 1st Street W
Missoula, MT 59801

Or

info@tamarackgriefresourcecenter.org

For more information about our organization, please visit our website at www.tamarackgriefresourcecenter.org.

Position: Open until filled.