



Service Trip Team Admin

Start Date & Wage:

Start date open as soon as possible

15 Hrs/ Wk

Why this position matters:

You will become a trusted member of the Service Trips Team with considerable responsibilities and lots of support and training. This is a position that is vital to the execution of service trips as well as an opportunity for you to change the future of children.

What this role is all about:

The Service Trip Admin is responsible for service trip team support, including communication with volunteers, organizing trip logistics and other vital trip tasks. This includes sending emails, answering volunteer questions, overseeing the trip tasks board in Monday, and ensuring that trips run smoothly from an internal perspective. Along with trip tasks, the Service Trip Team Admin assists all team with trip related questions and support.

Service Trip Tasks

- Trip Preparations
- Send automated emails to volunteers
- Ask for and update passport and waiver information for volunteers
- Perform background checks for all volunteers 18+
- Create trips on Salesforce and website
- Update website trip numbers (and close trips)
- Respond to trip questions by current and potential volunteers
- Manage trip tasks board on Monday (platform)
- Coordinate van rentals
- Plan & share itineraries
- Shopping lists
- Handle Trip Budget, Cash Advance, & Taco Stand Spreadsheet
- Trip Documentation

info@achf.org

165 N 1330 West, Ste. A1, Orem, Utah 84057
801.434.9200



- Updating trip stats on the Wiki on a monthly basis
- Salesforce representative for Trip Team
- Create trips for website access
- Manage trip prep, including sorting, counting and distributing cash, counting and organizing trip shirts, etc.

Required Skills:

- Detail oriented
- Basic knowledge of accounting principles and spreadsheet skills
- Excellent written and verbal communication skills; proficient in English-language business writing
- Proficient in the use of computers, Google Docs, and Salesforce (if possible)
- Superb organizational skills
- Excellent time management skills; able to prioritize
- Motivated to take on additional projects and solve problems
- Comfortable with multiple tasks and projects at hand
- Self-directed and able to work without supervision
- Able to perform clerical duties, maintaining files and confidential information, organizing documents as needed

A note from the Executive Director:

If you want to apply for this position, the following should be true of you:

- You love communicating! You find compelling concepts to deliver an emotion and a strong message.
- You need to take initiative and be willing to make mistakes. We've failed lots in the past and try to make new mistakes every day because we believe that is how you learn the quickest. You need to trust us to be cool and you need to be vulnerable.
- You aren't assumptive, you look for clarity and don't mind looking ignorant because you care more about being valuable than looking smart. You will understand why you are doing what is asked of you because you know we expect you to use your brain and make judgment calls regularly.
- You should know yourself pretty well - knowing your strengths and weaknesses (bonus points if you include your top 5 strengths from Gallup's Strengthsfinder assessment in your cover letter).
- You should be confident and friendly, not intimidated by others. You should be direct and to the point and not worry about hurting our feelings (but don't be mean).



- You need to be task oriented and love knocking things off your checklist. This is a big one.
- You should be able to read this list of tasks and competencies and figure out how to present yourself in a personal letter to us explaining why you would likely be a great fit (even though you may be missing one of the attributes we are looking for). You would be able to know what would count as evidence that you are smart and capable enough to roll with us. If you just send a resume and not a cover letter and portfolio then you won't hear back from us because you aren't a careful enough reader to get the job (though you read this far, so you obviously will include it).

About Us:

A Child's Hope Foundation (ACHF) is a 501(c)3 public charity that's mission is "Lifting Orphans from Surviving to Thriving." Please visit us at www.achf.org and look for us on FB and Instagram.

To apply, email your cover letter, resume, and portfolio to info@achf.org.