



## **Family Support Group Coordinator Position Description**

Annie's Hope – The Center for Grieving Kids is a community-based nonprofit whose mission is to serve children, teens, and their families grieving a death. The organization began in 1998 with three board members meeting over a cup of coffee. The organization has expanded to over ten programs and services from this grassroots start. It now has more than 500-plus volunteers, eight staff persons, and a budget of more than \$700,000. Annie's Hope's vision is to transform the response to and care for grieving families by being the "go-to" center for kids and families in the greater St. Louis region.

Annie's Hope is searching for an energetic, detail-oriented, multi-tasking, open-minded Family Support Group Coordinator. This team player must be friendly, warm, compassionate, confident, and passionate about the Annie's Hope mission. The Family Support Group (FSG) Coordinator will primarily advance the organization in managing and delivering the Family Support Group program. This individual will leverage their knowledge and leadership experience to maintain and assist in growing the Family Support Group program to serve more children and teens who grieve a death.

### **Skills and Experience:**

- A deep appreciation and understanding of core grief process concepts.
- Exceptional organizational and time-management skills.
- Superior interpersonal, oral, and written communication skills.
- Proficiency using Microsoft Office 365.
- Self-starter with extreme comfort demonstrating networking, advocacy, and relationship-building skills.
- High comfort level presenting to large and small groups, including social media outlets with well-developed and effective speaking skills.
- Experience with and mastery of the Zoom application.
- Ideally, proficient in the use of CRM software, Salesforce.
- Flexibility of schedule to accommodate expected and unexpected program delivery needs.
- A minimum of a Bachelor's Degree in psychology, art therapy, social work, counseling, child development, child life services, or a related field.
- Three years of experience as an LMSW, LCSW, LPC, ATR, or CLS preferred, but not mandatory.

### **Duties and Expectations:**

- Willingness and ability to convey warmth, compassion, respect, and non-judgment to adults, children, and teens in grief.
- Respectfully and favorably represent Annie's Hope.
- Maintain the integrity, quality, and character of Annie's Hope programs.
- Directly oversee all components of the Family Support Group program.
- Oversee, coordinate, and deliver community-based education/exhibits.
- Present the Family Support Group program at our Comprehensive Grief Workshop.
- Prepare a program development plan with a review on an annual basis in collaboration with the Program Director.
- Manage and promote the Community Resource Library (CRL).
- Prepare, monitor, and adhere to the FSG and CRL budgets in collaboration with the Program Director.
- Prepare monthly FSG reports. Attend Board of Director meetings when needed.

- Use of personal vehicle to deliver program materials and services.
- Assist in developing FSG educational and marketing materials – electronic, print, video, social media, and audio.
- Contribute program articles to our Grief Matters newsletter.
- Communicate with fellow program staff to ensure comprehensive support for families.
- Assist in preparations for Camp Courage, Camp Courage-Teen, and Teen Retreats, attending one or two weeks of camp and one retreat per year, as needed.
- Deliver Speaker's Institute presentations, as available.
- Recruit, train, manage and supervise FSG volunteers/interns.
- Provide supplemental support for any program of Annie's Hope when feasible and applicable.
- Function as a member of the fundraising team.
- Contribute personally to Annie's Hope through a "best stretch" monetary gift.
- Serve as an Ambassador for Annie's Hope to the St. Louis region.

**Reporting Relationship:**

- This position reports to the Program Director.

**Hours, Paid Time Off, and Benefits:**

- This position is an at-will, full-time, salaried, exempt position.
- From your first day of employment, begin accruing ten days of Paid Time Off (PTO), plus a minimum of eight pre-determined holidays, the day after Thanksgiving, and any workdays between Christmas Day and New Year's Eve.
- Health, dental, and vision benefits
- SIMPLE IRA
- Mileage reimbursement

**Please mail or email:**

- \* Cover letter
- \* Resume/CV
- \* A one- or two-page writing sample explaining why kids' grief matters.

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For more information about Annie's Hope, please visit [www.annieshope.org](http://www.annieshope.org).

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