



## **School Support & Education 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 School Support & Education Coordinator. This team player must be friendly, warm, compassionate, confident, and passionate about the Annie's Hope's mission. The School Support & Education (SSE) Coordinator will primarily advance the organization in the areas of SSE management and development. This individual will leverage their knowledge and leadership experience to maintain and assist in growing the SSE 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 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 SSE program, including those parts on weekends and evenings.
- Cultivate ongoing, effective communication with school personnel and professionals regarding the components of SSE.
- Oversee coordination and scheduling of school-based support groups.
- Oversee, coordinate, and deliver community-based education/exhibit requests.
- Develop, implement, and monitor effective and efficient crisis intervention plans for schools.
- Present the SSE program at our Comprehensive Grief Workshop.

- Recruit, train, and manage SSE volunteers to independently coordinate, implement, and evaluate school-based support groups, crisis intervention support responses and community-based educational opportunities.
- Prepare a program development plan with review on an annual basis in collaboration with the Program Director.
- Prepare, monitor, and adhere to the SSE budget in collaboration with the Program Director.
- Assist in developing SSE educational and marketing materials – electronic, print, video, social media, and audio.
- Ensure accurate, consistent, and timely entry of program data in Salesforce and analyze program data reports prepared by the Program Director.
- Prepare monthly SSE reports. Attend Board of Director meetings when needed.
- Use of personal vehicle to deliver program materials and services.
- 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 two weeks of camp and one retreat per year, as needed
- Deliver Speaker's Institute presentations, as available.
- Provide supplemental support for any program of Annie's Hope when feasible and applicable.
- Recruit, train, manage and supervise SSE volunteers/interns.
- 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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