



Into Your Hands-Africa is an international nonprofit organization that seeks to empower youth and families in rural Uganda through education and enterprise development. Our foundational belief is that education and enterprise are intertwined. We understand that program success and community sustainability can only occur by combining both pathways to success. For 19 years, Into Your Hands-Africa has been working with Ugandan students, families and communities, supporting empowerment and economic sustainability through advances in education and business programs. We send students to school, create local leaders and teach practical skills intertwined with sustainable business projects as requested by the people we serve.

Job Details Title: Administrative and Events Assistant

Compensation: \$15-18/hour depending on experience (non-exempt; hourly)

Location: Posner Center with flexibility to work from home when appropriate

Work hours: 10-15 hours per week. Ideally on Tuesdays, Wednesdays or Thursdays

Key Duties and Responsibilities:

Business Operations: 50%

- Build strong relationships with existing donors, supporters, and volunteers through the management of various events and committee meetings
- Reconcile bank statements and all financial records
- Receive and sort mail from Evergreen once every other week. Deposit donations at First Bank and create invoices when bills are received
- Manage outgoing bulk mailings to be shipped through the Evergreen post office
- Maintain office supplies and event inventory
- Send out donor letters once a month. May include printing out photographs and editing content as needed
- Establishes and maintains photo library
- Keeps mailing lists updated
- Coordinate and order large print jobs
- Maintain the Salesforce database by processing credit cards and donations, sending tax letters and thank you notes
- Perform office tasks, including but not limited to, ordering office supplies; reserving meeting rooms, setting up meetings; answering phones; making copies/scanning documents; maintaining office files; processing mail

Events and Volunteer Management: 50%

- Supports the scheduling and staffing of community outreach events including occasional evening and weekend events
- Maintains and updates information on current website.
- Collaborate with the Marketing team on event collateral, communications and promotion
- Secure all appropriate permits and licensing



- Coordinate IYHA's fundraising events, including house parties, volunteer-based occasions and annual galas. This includes logistics, event messaging, donor engagement, vendor outreach, and securing sponsorships
- Recruit, manage and train volunteers and interns

Desired Skill Set and Experience:

- Strong computer skills with proficiency in Microsoft Office (Word, Outlook, Excel)
- Detail-oriented with excellent organizational skills
- Strong writer and communicator with enthusiasm for story-telling
- Ability to work independently
- Must be willing to use a personal computer
- Willingness to use personal transportation to run errands (gas costs will be reimbursed)
- Nonprofit experience is plus

Please email your resume to Kristy Hitchings at Kristy@intoyourhandsafrica.org. No phone calls please.