



Into Your Hands-Africa (IYHA) 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 entrepreneurial 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 Community Relations Assistant

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

Location: Posner Center with flexibility to work from home on Fridays

Work hours: 16 hours per week on Wednesdays and Thursdays from 8:30am-3:30pm with an unpaid hour lunch and Tuesday from 10:00am-2:00pm while working remotely

Key Duties and Responsibilities:

Administrative: 50%

- Maintain the Salesforce database by processing credit cards and donations, sending tax letters and thank you notes.
- Manages IYHA bank statements and financial records and reconciles on a monthly basis.
- Receives and sorts mail from Evergreen once every other week. Deposit donations at First Bank and create invoices when bills are received.
- Manages outgoing bulk mailings shipped through the Evergreen post office.
- Maintains office supplies and event inventory.
- Sends out donor letters once a month for IYHA education and enterprise programs including editing content when needed.
- Establishes and maintain photo library and all IYHA social media accounts.
- Updates donor mailing lists.
- Coordinates and orders large print jobs.
- Creates content and develops a template for donor mass emails, newsletters and postcards.
- Performs 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; etc.

Community Relationships: 50%

- Builds strong relationships with existing donors, supporters, and volunteers through the management of various events and committee meetings.
- Supports the scheduling and staffing of community outreach events including the occasional evening and weekend events.
- Maintains and updates information on the organization's current website.



- Researches, organizes and schedules volunteer opportunities through local events and partners.
- Collaborates with the marketing team on event collateral, communications and promotions.
- Secures all appropriate permits and licensing.
- Supports 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. Presents IYHA messaging as needed.
- Recruits, manages and trains volunteers and interns.

Desired Skill Set and Experience:

- **Detail-oriented with excellent organizational skills**
- Strong computer skills with proficiency in Microsoft Office (Word, Outlook, Excel)
- Strong writer and communicator with enthusiasm for story-telling
- Ability to work independently and be self-motivated
- Willingness to use personal transportation to run errands (gas costs will be reimbursed)
- Nonprofit experience is a plus
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Please email your resume to Kristy Hitchings at Kristy@intoyourhandsafrica.org. No phone calls please.