



Inheritance of Hope's mission is to inspire hope in young families facing the loss of a parent. Our vision is to serve every person in need of this mission – over 7 million people in families facing this kind of loss, just in the US. We do this by creatively delivering a variety of offerings and relentlessly innovating opportunities for families' benefit. We are a hope-filled community of care for the entire family.

LEGACY RETREAT® LOGISTICS COORDINATOR

-20 hours/week, remote work via online technology, flexible work hours

-Directly reporting to the Legacy Retreat® Manager with weekly Zoom meetings and monthly culture conversations with One-Time Services Unit. Travel to 4 Legacy Retreats® per year required.

Expectations:

- Planning and, through serving teams, executing logistics for Legacy Retreat® itineraries
 - To include venue, transportation, meals, supplies, and activities on the site-specific itineraries
- Providing world-class family care throughout planning process
 - Lead, manage, and hold accountable a team of at least 10 Family Navigators to guide families through the planning process
 - Lead weekly meetings with Family Navigators
- Leading, managing, and holding accountable teams of volunteers for on-site family serving
 - Conducting interviews with new Legacy Retreat® on-site volunteer applicants
 - Engaging a team of 10-15 active volunteers monthly between retreats
 - Communicating with on-site volunteers through a serving team
 - Confirming full on-site volunteer team at least 8 weeks before each retreat's start date
 - Encouraging and holding on-site volunteers accountable for fundraising expectations
 - Establishing and executing, through serving team, care for on-site volunteers between retreats
- Weekly minimum of 8 loH-relationship-building interactions with non-staff, including at least 2 phone conversations, all with good documentation in Salesforce
- Advancing loH's mission, vision, culture, and brand
- Building and leading teams of volunteers and contract workers to deliver ambitiously increasing quality and quantity of loH experiences, with at least break-even cash flow

Compensation:

- Competitive compensation with IRA and time off benefits per organizational policy
 - SIMPLE IRA contributions matched up to 3% of salary
 - Paid time off is 12 days your first year, then increases annually