



*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.*

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## **LEGACY RETREAT® PROGRAMMING COORDINATOR**

-15 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:**

- Location-specific program planning and leadership
  - Lead, manage, and hold accountable a team of at least 15-20 programming volunteers
  - Through the serving team, develop the specific itinerary for each Legacy Retreat® at least 6 weeks before its start date, making the most of Legacy Retreat® uniques/distinctives within overall loH programming
  - Coordinate the creation and development of location-specific resources through the serving team, as needed
  - Ensure that Legacy Retreat® programming is carried out successfully and adapted appropriately for the specific needs of the families being served. To include, through the serving team:
    - Facilitating big group experiences, convention style sessions, panels, Q&A, games, worship, etc.
    - Facilitating crafts and intentional legacy-building activities
    - Helping other Legacy Retreat® content and activities happen well
- Prioritize care of your serving team between retreats
- Weekly minimum of 6 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