Horizons Coordinator

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 Horizons Coordinator. This team player must be friendly, warm, compassionate, confident, and passionate about Annie’s Hope's mission. Horizons is a child-centered anticipatory grief support program for families with kids between 3 and 18. It is the only program of its kind in the St. Louis region. Horizons' home visits offer families understanding, support, and care as they anticipate a family member's death. This individual will leverage their knowledge and leadership experience to maintain and assist in growing the Horizons Program of Annie’s Hope to serve more children, teens, and families who grieve an impending 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.
- A minimum of a Bachelor's Degree in psychology, social work, counseling, child development, child life services, or a related field.
- Proficiency using Microsoft Office 365.
- Self-starter with extreme comfort demonstrating networking, advocacy, and relationship-building skills.
- High comfort level providing support in a home environment or healthcare setting such as hospital, senior living center, and rehabilitation center.
- High comfort level presenting to large and small groups with well-developed and effective speaking skills.
- Experience with and mastery of the Zoom application.
- Proven leadership and managerial abilities.
- Ideally, proficient in the use of CRM software, Salesforce.
- Flexibility of schedule to accommodate expected and unexpected program delivery needs.
- Three years of experience as an LMSW, LCSW, LPC, Child Life Specialist, Bachelor’s-prepared RN, or other related field 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 provide home, senior living center, or hospital-based visits to families accepted into the Horizons Program, including visits on evenings and emergent ones on the weekend.
- Provide grief support as a member of the Annie's Hope crisis response team.
- Manage Annie’s Hope grief referral database.
- Co-plan, execute, and evaluate the annual Hope & Healing Gathering.
• Prepare annual expense budget for the Horizons Program and ensure adherence.
• Adhere to grant restrictions and monitor grant allocations for Horizons Program funding.
• Prepare monthly Horizons Program reports for the Board of Directors. Attend Board of Directors meetings, if requested.
• Educate about anticipatory grief and the Horizons Program at the Comprehensive Grief Workshop.
• Recruit, train, manage and supervise Horizons volunteers/interns.
• Collaborate with Program Director and Executive Director to provide annual appraisals for Horizons Assistant.
• Use of personal vehicle for transportation to Horizons Program family visits.
• Speak publicly to small and large groups about Annie’s Hope organizational information, grief education, and Horizons Program.
• Ensure accurate, consistent, and timely entry of program data in Salesforce and analyze program data reports prepared by the Program Director.
• Develop anticipatory grief and Horizons Program educational materials – electronic, print, video, social media, and audio. Develop Horizons Program marketing materials.
• Contribute program articles to our Grief Matters newsletter.
• Attend Camp Courage, Camp Courage-Teens, Teen Retreat, as needed.
• Provide supplemental support for any program of Annie’s Hope when feasible and applicable.
• 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 Relationships:
• This position reports to the Program Director.
• The Horizons Assistant reports to this position.

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.

Robyn Streck, Associate Director of Operations
Annie’s Hope – The Center for Grieving Kids
1333 W. Lockwood Ave., Suite 104, St. Louis, MO 63122
robyns@annieshope.org

For more information about Annie’s Hope, please visit www.annieshope.org.

Revised 02/10/2021