



Administrative Assistant

Overview of Hand2Hand

Hand2Hand is a Christian faith-based organization providing weekend food to up to 15,000 students at 280 schools in 8 counties across West Michigan. Hand2Hand mobilizes churches, schools, individuals, and businesses to work together to eliminate child weekend hunger in their communities.

Job Purpose

The Administrative Assistant provides high-level administrative and clerical support to ensure the efficient operation of the office. This role supports our staff, volunteers, and mission through day-to-day administrative work, coordination, and communication. The ideal candidate is a team player with strong organizational skills, a heart for ministry, and a desire to serve others with excellence and grace.

Job Responsibilities

- Represent Hand2Hand well by demonstrating the four core values daily. (Prayer-Focused, Wise Stewardship, Relational Partnerships, and Servant Leadership)
- Welcome guests and visitors with warmth and professionalism
- Provide general administrative support (phones, scheduling & data entry)
- Maintain office filing systems (physical and digital).
- Receive, sort, and distribute incoming deliveries.
- Manage office supplies and place orders when necessary.
- Assist with data entry, report preparation, and document editing.
- Support staff with administrative tasks and special projects.
- Maintain cleanliness and organization in common office areas.
- Support communication efforts (newsletters & briefings)
- Assist with the online merchandise shop, coordinating orders, and stocking inventory.
- Order, stock, and inventory marketing materials and swag items that promote relational partnerships
- Support staff events (staff meetings, retreats, board meetings)
- Update records in the database as needed
- Assist with HUB distribution scheduling

Qualifications

- Proven experience as an office assistant or in a related administrative role
- Excellent computer skills, including being proficient in Microsoft Office Suite (especially Excel & Word), Google G-Suite, and Donorsnap or equivalent customer relationship management platform
- Exceptional interpersonal skills with the ability to connect warmly and professionally with everyone — from our Hand2Hand Board of Directors and donors to community leaders, sponsors, staff, and the families we serve.
- Attention to detail and organized
- Ability to handle sensitive information with discretion and integrity
- Desire to be proactive and create a positive experience for others
- Demonstrated ability to successfully manage a variety of projects simultaneously at a fast pace
- Excellent written and verbal communication
- Work independently and as a team player



Schedule

- Normal Business Hours - 32 hrs a week - 8:30 am - 4:30 pm for 44 weeks a year
- Summer Business Hours - 22 hrs a week - 9:30 am - 3:00 pm for 8 weeks a year

Benefits

- Competitive salary based on experience
- Health benefits (medical, dental, vision)
- Paid time off and holidays
- Professional development opportunities
- A supportive and faith-centered work environment

How to Apply

If you are passionate about making a difference in the lives of children and families, we would love to hear from you! Please submit your resume, cover letter, and relevant references to Michele Hauch, Director of Finance & Administration, at michelle@h2hkids.org.

Hand2Hand is an equal-opportunity employer. We encourage individuals of all backgrounds to apply.