



Ribbon of Hope is GROWING and EXPANDING services in our community

Ribbon of Hope is accepting resumes` for a program position until May 15, 2025.

- The position requires 40 hours per week, Monday through Friday, 8am-4pm, and at events and/or fundraisers as scheduled (currently 4 times a year).
- This is not a remote job and requires the person to work in Elkhart at either our office on the campus of Elkhart General Hospital or our office on Beck Dr. off CR 17.
- Ribbon of Hope offers staff benefits, but we do not offer health insurance.

A QUALIFIED candidate will have

- Strong written, verbal, and interpersonal skills
- Strong computer skills and be computer literate with proficiency in Microsoft Office software, including applicable word processing programs such as Microsoft Word, Excel, and Outlook. Must willing and able to learn and be proficient in Ribbon of Hope's database.
- Strong attention to detail while also being able to manage interruptions throughout the day based on patient and volunteer needs.
- Experience developing and maintaining processes.

A QUALIFIED candidate must

- Be comfortable interacting with the public (initiating a conversation and talking with people they don't know).
- Have a professional demeanor because one of our offices is located within a hospital.
- Have a strong personality that demonstrates ability to deal with tragic physical circumstances of patients in a way to encourage patients and show strong support while not reflecting instability, weakness, and/or pity.
- Be able to share examples during the interview of how they honored confidentiality when working with others.
- Be able to work independently and in a group.
- Have experience working with volunteers.

Because Ribbon of Hope's Mission and Statement of Faith are central to our nonprofit incorporation and purpose, a qualified candidate must be actively involved in a local Christian church, support our Statement of Faith, and be able to provide a personal reference from a member of the pastoral team during the interview process.

Spanish speaking skills helpful but not necessary.

Ribbon of Hope would like to extend an offer no later than May 15, 2025, to the qualified candidate with the anticipated start date no later than June 1, 2025.

Interested candidates should submit their resume` to the attention of the Operations Committee and either mail it to Ribbon of Hope 5230 Beck Drive, Suite 2B, Elkhart, IN 46516 or email it to info@RibbonofHope.org. For more information about the position, feel free to contact the Operations Committee through info@RibbonofHope.org to schedule a phone call with a member of our committee.