



Position Title: Administrative & Data Entry Coordinator

Supervisor: Director of Development

Status: Part-time; Temporary

Location: Atlanta, GA.

HOPE *worldwide* is an international charity that changes lives through the compassion and commitment of dedicated staff and volunteers to deliver sustainable, high-impact, community-based services to the materially poor and needy. Today HOPE *worldwide* serves nearly 1 million people annually. After 30 years, HOPE *worldwide* continues to be an organization dedicated to serving, teaching, healing, and loving communities made vulnerable due to poverty, disease, or disasters. Together we can inspire greater hope in our world. To learn more about HOPE *worldwide* visit hopewww.org. Connect on [Facebook](#), [Instagram](#), [YouTube](#), [LinkedIn](#), [Twitter](#), and [TikTok](#) for the most current news on programs around the world.

JOB OVERVIEW

As **Administrative & Data Entry Coordinator**, you'll play a vital role in supporting our mission by ensuring every donation is processed with care and accuracy. Your attention to detail will help maintain the integrity of our donor records and ensure that every supporter receives timely acknowledgment for their generosity. You'll collaborate closely with our accounting and development teams. This is a great opportunity for someone who values precision, enjoys working behind the scenes, and wants to make a difference every day.

RESPONSIBILITIES

- Daily gift entry including checks, ACH and wire transfers.
- Ensure accurate receipts are provided to all donors.
- Maintaining constituent data, including merging duplicates, archiving inactive and updating records.
- Provide donation data reports to accounting team for account reconciliation.
- Manage returned mail, bounced checks, and disputed online charges.
- Order and manage letterhead, envelope and receipt paper inventory.
- Assisting development staff with ongoing and specific projects as assigned.

REQUIREMENTS

- Must be recognized by HOPE *worldwide*, Ltd. as being a spiritually fit Christian, holding to HOPE *worldwide*, Ltd.'s fundamental Christian principles.
- Must be able to work on-site at our Atlanta, GA office; remote work is not an option for this role.
- At least 1 year of general office work experience preferred.
- Strong attention to detail and organizational skills.
- Excellent communications skills both written and oral.



- Proficiency with Microsoft Excel and other Microsoft Office suite applications.
- Data entry and database management experience preferred.
- Possess a high level of professionalism.
- Ability to work independently and in a team setting.

BENEFITS

As part of our commitment to our employees' well-being and success, we offer a range of benefits designed to support our part-time staff:

- Employee Assistance Program (EAP)
- Sick Time Off

HOW TO APPLY

To apply for this position, please complete the job application form available at the link provided. Please attach your resume and cover letter to your application or email your documents to HR@hopeww.org.

An application **MUST** be submitted in order to be considered for this position.