



Employment Opportunities

About New Hope for Kids

New Hope for Kids is a well-established 501(c)(3) charitable organization that has been helping Central Florida children in need since 1996. Our vision is to bring hope, healing and happiness to children and families suffering from grief, loss or life-threatening illnesses.

Our Purpose

New Hope for Kids provides specialized support to children and families grieving the loss of a loved one and grants wishes to Central Florida children who have been diagnosed with life-shortening illnesses. We accomplish this through our **Center for Grieving Children** and **Wishes for Kids** programs.

Your Passion

We are currently seeking a qualified, motivated individual who maintains high quality standards in their skill set, who is a collaborative team member, and is committed to the important work we do.

OPPORTUNITY: GRIEF GROUP COORDINATOR

QUALIFICATIONS: Degree in education or human services field (Psychology, Social Work, etc.); at least two years of professional experience working in groups with children, adults, and volunteers is preferred; an understanding of the grief process; completion of New Hope for Kids' Grief Facilitator Training Program; excellent written and oral communication skills; Spanish as a second language is desired.

REPORTS TO: Grief Program Director

JOB TYPE: Part Time /Hourly, Non-exempt

SALARY: \$17-20/hour/rate based on professional skills and experience brought to the position

LOCATION: Administrative Offices located at 544 Mayo Avenue, Maitland FL 32751

SCHEDULE: Hours: Every other Tuesday, Wednesday, Thursday 3:00 PM to 8:00 PM, other days vary to schedule (20-25 per week)

RESPONSIBILITIES:

General Program

- Provide phone support: information, intakes, crisis response, community referrals
- Attend and participate in grief program centering and debriefing meetings with volunteer Grief Facilitators and participation during in-person groups
- Provide monthly statistics of emails, phone contacts, demographics, group attendance, and any incidents
- Family communications, Curriculum/Activity creation, planning and implementation

Group Coordination

- Coordinate support groups that include children ages 3-18, participating adults, adult support counselor(s) and Grief Facilitators for both in-person and virtual offerings
- Supervise and manage virtual platform including leading and facilitating the virtual group
- Compile and maintain accurate and timely reports for family and volunteer attendance, community contact information, child evaluations, and incident reports

- Keep Grief Program Director apprised of group openings and provide updates on group activity
- Supervise Grief Facilitators and Center Assistants

Family Services

- Respond to intake calls; inform families of grief program content
- Schedule and conduct new family orientations
- Review and complete closing paperwork for families leaving the program and initiate follow-up surveys

Volunteer Coordination

- Volunteer communication and management
- Conduct Grief Facilitator pre- and post-interviews
- Assist in organizing and conducting Grief Facilitator Trainings

General Agency Activities

- Provide support to the Grief Program Director
- Provide support to New Hope-related community events
- Complete administrative tasks which require experience with Microsoft Word and Excel, database management and virtual platforms (ZOOM, Microsoft Teams, etc.)
- Meet with Grief Program Director as scheduled

To Apply

Send resume by email with Position **GRIEF GROUP COORDINATOR** in Subject line to jobs@newhopeforkids.org

Equal Employment Opportunity Statement

prohibits discrimination in job posts based on protected characteristics, including age, gender, gender identity, religion, ethnicity, race, national origin, disability, sexual orientation, and any other basis protected under law

New Hope for Kids is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Statement on Diversity, Equity and Inclusion <https://newhopeforkids.org/DEI/>

New Hope for Kids is proud to be a smoke-free facility.