



**Position:** Office Administrator

**Location:** Goodness Village - Little Rock

**Employment Type:** Part-Time-Hybrid (approximately 10 hours per week)

Goodness Village is seeking a dedicated and detail-oriented Office Administrator to join our team. As an Office Administrator, you will play a vital role in ensuring the smooth function of our office operations. If you are highly organized, have excellent communication skills, and have a servant's heart, we encourage you to email your resume to Krissi Fry, Goodness Village Operations Manager - [krissi@goodnessvillage.org](mailto:krissi@goodnessvillage.org).

**Who we are:**

For over 28 years the mission of Goodness Village has been to provide a home away from home for patients and their families who are seeking medical treatment in Little Rock. The world-class care, treatment facilities and resources in Little Rock bring patients from all over the country for short- and long-term stays during their medical treatment. Goodness Village provides a home for patients to live with their family or caregivers in their own private apartment throughout the duration of treatment.

**Key Responsibilities:**

- Maintain and organize the office space and ensure an adequate supply of office materials.
- Assist in handling incoming mail and donations, ensuring efficient procedures are followed.
- Provide comprehensive meeting support, including scheduling, note-taking, and meal arrangements.
- Correspond with donors, sending thank-you notes, sympathy cards, and letters, and accurately documenting interactions in our database.
- Procure appreciation gifts as needed.
- Collaborate in planning and executing events.
- Assist in large-scale mailings and other administrative tasks.
- Coordinate travel arrangements for staff members when required.
- Work with the Apartment Care team to maintain an accurate apartment inventory spreadsheet.
- Book vendor booths and/or registrations for community events and assist in setup as needed.
- Ensure accuracy of patient information in our CRM.
- Offer backup support to the Operations Manager during their absence.

(501)530-0095 11610 Pleasant Ridge Rd. Suite 103-174 Little Rock, AR 72223

[www.goodnessvillage.org](http://www.goodnessvillage.org)



**Qualifications:**

- High school diploma or equivalent (Bachelor's degree preferred).
- Proficiency in database entry.
- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Detail-oriented with a focus on accuracy.
- Ability to work both independently and collaboratively as part of a team.
- Alignment with the Christian values and mission of Goodness Village.