



School Services Coordinator

Who We Are

Bridges of Hope is a grief support community for children, teens & their families. We empower youth to learn, connect, share & grow after a death. Stepping Stones Grief Support Program is a safe trauma informed peer-grief program that offers multiple services including: Shannon's Hope Camp (a weekend overnight grief camp), Community Candlelight & Hope Blossoms (community gatherings), Family Workshops (interactive monthly activities), Hope, Hooves, and Healing (a partnership with a therapeutic horse-riding farm) and Sand Dollar Club (a school-based peer support group).

Position Description

Under the supervision of the Program Director the Schools Services Coordinator will serve as the primary liaison between Bridges of Hope and partnering schools, ensuring the successful implementation and coordination of Sand Dollar Clubs. This role requires strong relationship-building skills, attention to detail, and a passion for supporting grieving students.

Sand Dollar Club is a school-based grief support initiative currently offered in over 50 schools across the tri-county area, including Charleston County, Dorchester District 2, and various charter and private schools. The program runs during both fall and spring semesters, with 9-week sessions held during the school day, currently reaching approximately 350 students.

Responsibilities include but are not limited to:

School Partnerships & Engagement:

- Serve as the primary point of contact for schools implementing Sand Dollar Club grief support groups.
- Respond to and support new referrals and inquiries from school partners, ensuring timely follow-up.
- Develop and maintain relationships with school representatives, including school counselors, social workers, and student support staff.

Service Delivery:

- Provide hands-on logistical support for all school-based grief support activities and events.
- Ensure that all Sand Dollar Club program materials, journals, and supplies are organized, replenished, and distributed as needed.
- Coordinate schedules, materials, and logistics for Sand Dollar Club sessions, ensuring smooth facilitation and resource availability.
- Occasionally facilitate Sand Dollar Clubs as necessary to meet needs.
- Assist with other Stepping Stones services as needed to support the Program Team.

Community Outreach & Awareness:

- Represent Bridges of Hope at school-based events, such as school fairs, PTA meetings, and community gatherings.
- Advocate for the importance of grief support in schools and actively work to expand program reach to new school partners.

Facilitator Support:

- Assist with onboarding of new facilitators and inquiries from volunteers, ensuring timely follow-up.
- Assist in training Sand Dollar Club facilitators and school representatives to lead grief support groups effectively.
- Provide ongoing support and resources to school representatives, ensuring they have the necessary tools to run impactful grief groups.

Administrative Support:

- Track student participation and progress in grief support programs, utilizing **Salesforce, WordPress, and Google Drive** to manage data.
- Utilize technology tools daily, including **Google Suite, Salesforce, MS Office, WordPress, Monday.com, Canva, Constant Contact, and Zoom**, to manage program operations efficiently.
- Maintain accurate program records and assist with digital communications as needed.

Additional Details:

Full-time Exempt reporting to the Program Director

Salary Range (annual): \$45,000 - \$50,000

Benefits: 3 Weeks of Vacation + Federal Holidays, Health Insurance, Flexible Work Environment, Professional Development Opportunities

Desired Skills & Qualifications

Required:

- ✓ 2+ years professional experience
- ✓ Bachelors Degree in related field
- ✓ Tech-savvy with interest in learning new software
- ✓ Detail-oriented event coordination with ability to adapt & problem-solve
- ✓ Experience with children & teens
- ✓ Comfort talking about death, grief, & difficult issues
- ✓ Strong communication & relationship skills
- ✓ Availability to work pre-scheduled evenings (1-2/month) & weekends (5-6/year)
- ✓ Car & license for local travel

Preferred/Ideal:

- Masters Degree in related field
- Experience facilitating small groups & familiarity with grief support best practices
- Familiarity with Salesforce Non-Profit Starter Pack
- Ability to start in **June 2025**

Application Procedures

This is an exciting opportunity for professional growth as Bridges expands its reach & impact over the next few years. To apply, please visit www.bridgessc.org/apply to complete a short form as well as attach your resume & cover letter. Your cover letter should explain your interest in our grief support mission and highlight your experience most related to the School Services Coordinator responsibilities.

Application Deadline: **May 6th**.