

We're Hiring: Detail Wizard (Full-Time | \$35,000 + Benefits)

 Grand Haven / Holland, MI |  Nonprofit |  40–50 hrs/week

Do you live for checklists, color-coded calendars, and the quiet satisfaction of everything in its place—but *also want your work to mean something*?

The **Momentum Center** is looking for a **Detail Wizard** to join our mission-driven team. You'll play a key role greeting people at the front desk and operating behind the scenes, supporting powerful programs like Cultural Immersion Experiences and Community Conversations that build a more connected, inclusive, and just society.

Who You Are

- Exceptionally organized, self-motivated, and great with people
- At home juggling admin, communications, and logistics
- Nonprofit experience (2+ years volunteer or paid)
- Tech-savvy (Microsoft Office, Teams, Planner, Loop, social media—Bloomerang a plus)
- Deep commitment to equity, dignity, and mental well-being

What You'll Do

- Provide admin support (filing, minutes, planning, etc.)
- Help coordinate events, trips, and community conversations
- Create flyers, newsletters, and web/social media content
- Support donor data and fundraising efforts
- Help keep our mission moving—detail by detail

Salary & Benefits

- Starting at \$35,000/year
- Health insurance
- PTO + holidays
- SIMPLE IRA match
- Employee Assistance Program

About the Momentum Center

We are creating a community where *every person is fully visible and connected*. Through mental health programming, cultural experiences, and bold community conversations, we foster dignity and belonging across all walks of life.

 Reports to: Our Experi-Mentor (yes, that's their real title 😊)

Interested?

Send your resume and cover letter to Barbara@MomentumCenterGH.org. Applications reviewed on a rolling basis—don't wait!