



# LIFELINE PILOTS

*the shortest distance between home and hope*

LifeLine Inc. dba LifeLine Pilots  
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## Assistant Mission Coordinator (Part-time)

***LifeLine Pilots provides no-cost air transportation to patients who need it to some of the finest clinics and specialty hospitals in the Midwest.*** Since 1981, LifeLine Pilots' volunteers have flown five million nautical miles and over 8,000 missions with a 100% safety record. Headquartered in the Peoria, IL, we currently serve patients living in the following 10 states: Ohio, Minnesota, Illinois, Iowa, Michigan, Wisconsin, Missouri, Indiana, Kentucky and Tennessee.

LifeLine Pilots is looking for an office assistant to fill the role of Assistant Mission Coordinator. This person will help with the day-to-day coordination and execution of the flight missions and assist in managing the daily administrative operations of the non-profit. This position offers a flexible work schedule with a mutually agreed upon 15-20 hours per week required.

The ideal candidate will be a hard-working, organized, compassionate and people-focused professional, able to undertake a variety of operational and office support tasks. This person will be comfortable working with a high degree of attention to detail and discretion, as well as incorporating new and effective ways to achieve better results.

### Assistant Mission Coordinator Duties:

- 1) Interact with passengers and pilots to identify flight needs and enter into mission database.
- 2) Assist with execution of mission outreach campaigns.
- 3) Assist pilots through new pilot application process.
- 4) Assist with execution of pilot outreach campaigns.
- 5) Update pilot information for each pilot annually while ensuring accuracy of the information.
- 6) General filing of patient, pilot, donor and financial files.
- 7) Monitor level of office supplies and replenish as needed.
- 8) Manage tracking of incoming donations.
- 9) Assist with planning and executing LLP public awareness of fundraising events.
- 10) Collect fundraising donations from local businesses.
- 11) Send donor thank you letters and mail pilot thank you postcards monthly.
- 12) Assist with creating content for and managing social media accounts.
- 13) Assist with writing and editing of monthly newsletter.

### Requirements:

- 1) Motivated self starter and quick learner
- 2) Excellent writing, communication and note-taking skills
- 3) Excellent organizational and time management skills
- 4) Excellent listener, good problem solver and outside of the box thinker
- 5) Proficient with Microsoft Office Suite
- 6) Knowledge of social media, (Facebook, Instagram, Twitter)
- 7) Previous employment references

To apply, send your resume to: [hr@lifelinepilots.org](mailto:hr@lifelinepilots.org)

LifeLine, Inc. is an IRS 501(c)(3) non-profit organization.