

2. Must possess strong organizational ability and the ability to present information concisely and effectively, both verbally and in writing
3. Working knowledge of Microsoft Office, especially Word, Excel; familiarity with database systems desired but not required.
4. Requires willingness and ability to work evening hours to staff phonathon and weekends for events as needed.
5. Requires the ability to freely move throughout the facility and grounds. The employee is frequently required to sit. Must be able to talk and hear. Must have the ability to frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision and color vision.

Working Conditions

1. General office environment.
2. Evening and weekend activities.

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