

Job Description

Title/Position: Coordinator, Office Operations

Date Posted: August 19, 2019

Date Closed: When filled

Category (Hourly or Salary): Salary

Employment Type (e.g. Fulltime, Part-time, Temporary): Full-time

Start Date: October 1, 2019 or upon hire

Location: Evansville, Indiana

Degree/Licensure Requirements: Bachelor's degree Business, Non-Profit Management or Public Admin.

Other Job Requirements:

Strong computer skills in Microsoft Office and ability to use out-of-box database system.
Three-five years of experience in non-profit program or service provision, preferably with leadership or operations management responsibilities.
Available for day travel throughout southwestern Indiana.

Job Description:

The person holding this position is responsible for grant and data management, office support operations, volunteer management, and assisting the director with donor relations.

How to Apply:

Email cover letter, current resume and list of three professional references to ccjobs@evdio.org.