

Job Description

Title/Position: Activities Coordinator

Date Posted: 3-26-19

Date Closed: When position is filled.

Category (Hourly or Salary): Hourly

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

Start Date: TBD

Location: Catholic Center and Sarto Retreat House Evansville, IN

Degree/Licensure Requirements: _____

Other Job Requirements:

Applicants should have the ability to develop and maintain relationships with customers, have strong communication and organizational skills, and have extensive experience with Microsoft Office or similar software programs.

Job Description:

The Activities Coordinator provides administrative, clerical and record keeping support to the Activities Department. Duties include but are not limited to scheduling meetings and reservations, meeting set-up, employee records, etc.

How to Apply:

Please submit a cover letter and resume to Andy Reckelhoff at areckelhoff@evdio.org.