

Job Title: Development/ Office Assistant

Organization: Midland Children's Rehabilitation Center

Location: Midland, TX

Closing Date: 12/31/2020

Job Description:

The Development/Office Assistant will support the Development Director and Executive Assistant.

Essential Functions and Duties:

- Sorts, files and maintains alphabetical, numerical, and subject filing systems
- Enter data into computer system □ Types forms, memoranda, and other copy material
- All other duties as assigned.
- Please note this job description is not designed to be a comprehensive listing of the activities, duties or responsibilities that are required of the employee for this position. Responsibilities and activities may change at any time with or without notice.

Competencies:

- Highly organized, self-motivated and successful time management skills
- Possess excellent oral and written communication skills
- Must be able to work in a fast-paced environment with a readiness to assume broad responsibilities
- Willingness to learn
- Maintain strict level of privacy with donor and medical files

Education and Experience:

- High school diploma required
- Previous work experience
- Strong computer skills
- Database experience

Additional Information:

- Flexibility in hours worked (average of 2-5 hours/week)
- Increase in availability during event months and end of year (up to 15 hours/week)

How To Apply:

Send resume to cgoebel@midlandchildrens.org