

Angle Charity for Children is Hiring!!

Title: Professional Service Coordinator to provide administrative support

Position Summary: The Professional Service Coordinator is a front-line position responsible for providing administrative support. Responsible for managing the software and donor data management systems; work with all committees to ensure accuracy of records & data entry; generate reports to reconcile records with Treasurer & other committee chairs; generate tax receipts; edit & produce drafts of correspondence and emails; perform general office duties & a full range of clerical functions, including managing, & keeping the office organized & tidy; report directly to Angel leadership; handle sensitive and confidential business matters and assisting with special projects.

Following the initial training period, this will be a Full-Time position.

Required Experience/Skills/Abilities:

Applicants must demonstrate:

- Advanced computer skills including Blackbaud, Microsoft Office (Word, Excel, and Outlook) & Constant Contact
- Ability to multi-task, anticipate challenges, problem solve & maintain confidentiality
- Must display a high degree of professionalism & effective communications skills in interactions with members, donors and vendors
- Project prioritization and time management skills
- Ability to work independently
- Experience with Nonprofit Organizations is preferred.

To apply for this position, please email the following to cheryl@tripleccc.com by May 5, 2021

1. A cover letter explaining why you are applying for this position and what qualifications you possess that make you the perfect person for the job.
2. Current Resume
3. Three references

Salary range is \$18 - \$20 per hours - commensurate with experience