

THE ASSOCIATION

FOR COMMUNITY LIVING

Creating Opportunities, Building Relationships, Improving Lives For Children And Adults With Developmental Disabilities Since 1952

One Carando Drive, Suite 2, Springfield, MA 01104 * (800) 536-2910 * www.theassn.org

JOB POSTING – ADMINISTRATION DIVISION

The Department of Development and External Communications

TO: All Staff of The Association For Community Living
FROM: Beverly L. Herbert, Director of Development and External Communications
RE: Position Opening - Department Coordinator (administrative)
DATE: October 20, 2011

The Development and External Communications Department is recruiting for an administrative support position.

Position Title: Department Coordinator (administrative), full-time (32 hours),

Grade: 8 non-exempt

Schedule: 9am – 5pm, 4 days (requires flexibility)

Summary of position:

Responsible for performing a wide array of confidential administrative and development duties for the fund development function of the agency and in support of the Department Director and the fundraising team. Plan, develop, coordinate and implement agency fund development projects; oversee, perform and coordinate a variety of department systems and administrative/clerical activities; develop and implement office procedures and practices to conduct daily administrative, department, and agency fund development operations; ensure administrative files and documents are coordinated and maintained; and perform other similar duties necessary to the administrative support of the Development and External Communications Department, the Director, and the agency's fund development program.

Supervision Received: Reports to Director of Development and External Communications

Qualifications:

1. Knowledge of administrative procedures and methods in office environment and/or development field, involving a thorough skills knowledge of project coordination and administrative procedures; usage of software programs, including Microsoft Word, Excel, PowerPoint, etc. equivalent to a two year college education.
2. Over 3 years of administrative practices and procedures.
3. Requires valid driver's license and reliable transportation / vehicle.
4. Requires the use of judgment to work independently to analyze the facts and circumstances surrounding individual problems and situations and in the determination of actions to be taken within the limits of standard or accepted practice.
5. Ability to interact with contacts inside and outside the department and agency furnishing or obtaining information requiring tact to avoid friction and obtain cooperation.
6. Work with confidential data such as donor and key target audience information which if disclosed may have minor external effect.
7. Ability to work with confidential data such as donor and key target audience information which if disclosed may have adverse internal or minor external effect.
8. Highly organized and detail oriented with the ability to prioritize tasks, implement and track projects, set goals, and effectively manage time; creative and ability to effectively work in team environment and proven ability to manage multiple projects simultaneously and adapt to new or unexpected challenges;
9. Strong written and verbal communication skills with the ability to effectively interact with diverse groups and present data on which management bases important decisions, and the ability to read, write and communicate in English.

Starting Salary Range: \$12.67 - \$13.72

Application Deadline: Reviews will begin immediately and continue until position is filled.

APPLY IN WRITING TO:

The Association For Community Living

Department Coordinator Search

One Carando Drive, Suite 2

Springfield, MA 01104-3211

Fax 413-732-1168

Job-Dev@theassn.org

The agency application is available on our web site at www.theassn.org, job opportunities.

The Association For Community Living has demonstrated a commitment to issues of diversity.

We welcome all applicants.

EOE