

**Cetronia Ambulance Corp
Job Description**

Job Title: Development Assistant

FLSA: Volunteer

Job Number:

Responsibility To: Director of Development

Date: 1/19/2010

Purpose

To support the administrative needs of the development department, with special emphasis on assisting with outside special events

Essential Job Functions

- Primary duties include assisting development director on part or all of their respective events. Administrative support for development and fundraising events which may include mailings, setting up meetings, creating marketing materials, working with vendors and communicating with committees.
- Will be part of the development team and may attend some department meetings and be on site at the various events.
- Assist with maintenance of databases

Knowledge

- Strong general office procedures and operation of equipment, including computers, keyboard, copiers, calculators and other office machines.
- Proficiency with word processing (Microsoft Word), database management (Access) and some spreadsheet (Excel).
- Strong typing and phone skills. Good public relations and marketing skills in dealing with the public
- Solid writing skills are desirable.

Technical Skills

- Above average typing skills.
- Communicating effectively at all levels, both orally and in writing.
- Preparing clear and concise reports, documents and records.

Behavioral and Physical Skills

- Work smoothly and professionally in an environment where teamwork is essential.
- Work independently with a minimum of supervision for assigned tasks.
- Exercise sound independent judgment within general policy and procedural guidelines.
- Anticipate and identify problems and take initiative to prevent or correct them.
- Establish and maintain effective working relationships with all levels of personnel within the medical community, the Corps, outside agencies and customers.

Education or Experience

- High School Diploma or equivalent
- Administrative Experience