

Project Manager for a local, non-profit - A Special Wish, Cleveland Chapter

This is a full-time, salaried position

Duties and Responsibilities:

- Run specific projects for families, included the Sparkles of Joy Program, Christmas Program, etc.
- Serve as our frontline contact for members and the public
- Provide general administrative support, including assistance with data entry, file management and maintenance, correspondence, expense receipts, bank deposits, photocopying, specific projects and mailings as needed
- Provide administrative support for programs and other activities as needed
- Provide administrative support including managing donor data and thank you projects
- Share responsibility for providing information/assistance

Knowledge, Skills and Experience:

- Bachelor's Degree
- Proficiency with Microsoft Office suite products (Word and Excel) and Google products
- Excellent customer service/relations skills
- Ability to establish priorities, work independently and proceed with strategic objectives with limited supervision
- Strong initiative, sound decision-making skills
- Must be able to work with others in a team setting
- Excellent written and verbal communications skills
- Attention to detail and accuracy
- Commitment to the mission of the Foundation

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Paid time off
- Flexible schedule

Please email resumes to: Eileen@ASpecialWishCle.org