

Master Organizer

Summary

The Master Organizer is a mission critical, administrative and program support position responsible for helping to organize, catalog and distribute material and information necessary to the operation of Fairhill Center as well as necessary for the fulfillment of requirements for all sustainable programs offered by Fairhill Center.

Responsibilities

- Helps organize all materials for marketing, development and various program operations under the direction of Fairhill Center;
- Develops system to ensure that all marketing materials and public relations pieces are cataloged, filed and accessible to persons and entities that have need for materials;
- Responsible for all Route Carriers handling material for Fairhill Center;
- Demonstrates the ability to work effectively in a multi-tasking, highly personalized environment;
- Exercises professional judgment and maintains a high level of confidentiality;
- May supervise other program/administrative staff as needed;
- May oversee a volunteer service unit and supervise volunteers;
- Demonstrates accountability for achievement of specific tasks and objectives related to the Fairhill Strategic Plan;
- Performs other duties as assigned.

Qualifications

- Minimum five (5) years successful, administrative experience or equivalent specialized education;
- Experience working with all levels of management as well as front line staff; experience working with intergenerational populations and/or older adults preferred;
- Proficient in the use of position-related software and tools, as well as MS Office 2000 products;
- Professional appearance, attire and demeanor.