

Children's Oncology Camp Foundation, Inc.

Job Description

Job Title: Operations Coordinator

Reports to: Business Manager

Job Description: Position will provide administrative assistance to the Foundation Office and staff in various departments.

Job Classification: This is an hourly, non-exempt, .5 FTE, temporary position.

Education & Qualifications: High School diploma or equivalent. Minimum two years' experience in a professional office. Must have strong organizational and communication skills, be strong in Microsoft Office applications, and have a basic knowledge of database concepts. Must be able to multi-task, be strong in project management and type a minimum of 55 wpm.

Key responsibilities include:

- General office duties:
 - Answering Phones
 - General reception duties
 - Supply ordering/purchasing
 - Performance of other duties as necessary
- Donation database management
 - Gift entry into database
 - Mail, online, etc.
 - Acknowledgement letters
 - Daily reports
 - Processing of event gifts, registrations, etc.
 - Assist departments with database reports
 - Train staff on database as needed
- Foundation and event volunteer management
 - Build and maintain current list of

Work Comp Code 9012- Clerical and sales employees are assigned to Code [9012](#)