



Development Assistant
NORTHWELL HEALTH

Job Category: Information Technology

Job Source: nrbjobs.com

Job Summary

Employment Type: Full Time

Gender: Any

Career Level: Entry Level

Salary: Negotiable

Experience: Maximum 1 years

Posted On: 14 Oct 2024

Application Deadline: 12 Nov 2024

Job Description/Responsibility

- Serves as a liaison between donors, prospects, committee members, etc.
- Maintains files and information relating to event/programs.
- Assists in organizing volunteers and staffing for special events.
- Drafts, transcribes and types various correspondences, as required.
- Performs receptionist duties, as required; answer telephones, direct calls, and take messages.
- Prepares profiles for potential new prospects.
- Enters and maintains prospect information in database.
- Prepares PowerPoint presentations.
- Performs related duties as required. All responsibilities noted here are considered essential functions of the job under the Americans with Disabilities Act. Duties not mentioned here, but considered related are not essential functions.

Education Requirements

- Higher Secondary Certificate (HSC) completed.

Additional Academic Requirements

- High School Diploma or equivalent required. Working knowledge of Microcost Office suite, required.

Experience Requirements

- Up to 1 years of experience is required.

Additional Experience Requirements

- 0-1 years of relevant experience, required.

Work Area

- Applicant should have experience of working in the following category(ies): Information Technology

Industry Type

- Experience should include the following skills: Hospital/Diagnostic Center

Address: Lake Success, NY

Company Profile: Health Care Services & Hospitals

Company Website: <http://jobs.northwell.edu/>