

- Insurable and bondable under the organization's current insurance plans.
- Must attend training required by funding sources and COCAA.
- Must be able to travel out of area and overnight for conferences or training.
- Must be able to work in a creative problem solving environment with major emphasis on program outcomes staff empowerment, and community collaboration.

DESIRED QUALIFICATIONS

- Associate Degree in Office Management or related field, preferred, or 1 year experience in office environment.

Supervisor Given: Assists in supervisor of volunteers.

Supervisor Required: Under direct supervisor of Rx Program Director.

WORKING CONDITIONS AND PHYSICAL HAZARDS

- Employees works mostly in an office environment, uses desktop completely and various other machines; occasionally works of site at Health Fairs; educational events.
- Employee is required to work outside in both normal and abnormal weather conditions.
- Employee is occasionally required to stoop, bend and twist where performing regular employment activities and in preparation for educational events.
- EE may be required to walk up and down stairs.
- Some lifting is required usually up to at least 25lbs. but may be required to lift up to 50lbs on occasion.

SPECIAL LICENSES AND CERTIFICATIONS DESIRED

None

Can you perform the essential functions of the job with or without reasonable accommodations?

Sign

Date