



Cancer Services of Northeast Indiana is seeking a part-time events coordinator to plan, organize and execute its annual fundraising special events. Individual must be able to anticipate project needs, discern work priorities, handle multiple tasks, meet deadlines, conduct face-to-face solicitations, be highly organized, recruit and coordinate volunteers, and manage all details of event planning. Occasional evening and weekend hours required.

QUALIFICATIONS:

- Proven track record as a meeting planner, event planner, or fundraising professional.
- Proficiency in Microsoft Office.
- Must be multi-task oriented with excellent communication and interpersonal skills with the ability to work with various levels of staff.
- Thrives in a fast paced and high volume position.
- Exceptional follow up and proactive approach are a must.

Submit resume by December 15, 2011

To apply for an open position, please email your cover letter and resume to Amber Recker at arecker@cancer-services.org or mail to:

Cancer Services of Northeast Indiana

Attn: Amber Recker

6316 Mutual Drive

Fort Wayne, IN 46825