The main role of the Administrative Assistant is fundraising although other duties such as event planning and public education will also be required. The applicant should be familiar with eTapestry or like-donation software. The fundraiser will assist the agency in expanding annual giving, but will also have input on major gifts and legacy giving. A successful candidate will be organized, professional, outgoing, creative, and have attention to detail. This position is mainly Monday – Friday 8:30 a.m. – 5:00 p.m. but occasional evenings and weekends may be required. The position pays $17.95/hr.