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Find contact information for churches and other organizations for fundraising purposes

Print and mail letters (need to know Excel and Word for mail merging)

Send thank you cards to donors

Maintain donors list database

Work at the front desk

Answer phone calls

Answering people's questions and requests as they visit the CIDP Office

As assigned

Check to see if there is anything urgent

Up to 10 hrs/week as needed

Give reports of what you have accomplished each day you have worked.

Communicate with Program Director and Admin Assistant when you can't make it in for work.