

## **Administrative Coordinator**

The Diocese of Charlotte is currently accepting applications for a full-time Administrative Coordinator to support the Director of Planned Giving / Foundation of the Diocese of Charlotte and the Office of Development staff.

This position requires a professional who can work independently, communicate well with donors, and can successfully work in an environment that requires extensive multi-tasking.

### **Knowledge and Experience:**

- Associates degree or greater in related field
- Three years' experience in administrative support
- Preferred experience in Raiser's Edge or other database software
- Competent in MS Office software
- Solid planning and organizational skills
- Ability to work both independently and as part of a larger team
- Strong written, verbal and inter-personal skills

**Please submit letter of interest and resume.**

Or by mail to: 1123 South Church Street, Charlotte, NC 28203

*The Diocese of Charlotte is an Equal Opportunity Employer.*