



6-0766
FULL-TIME

Position: Campaign Associate, effective January 1, 2007

Orange County United Way

Seeking outgoing, professional individual to monitor fundraising campaigns, liaison to businesses and community organizations, develop reports, data entry, post pledges, manage inventory & distribution of campaign materials, and assist with special events & other special projects. Serve in an administrative assistant capacity approximately 50% of the time. Requires excellent verbal & written communication skills, task oriented with problem-solving abilities; ability to juggle varied tasks with competing deadlines; team player; 2 yrs experience in fundraising, finances, customer service or direct sales; minimum 2 yrs college; valid driver's license, access to car.

This position provides unparalleled exposure to community and business leaders, and opportunities to develop skills and grow in a highly regarded organization. It will be available as the incumbent has been promoted.

We are an equal opportunity employer and encourage applicants who want to help effect positive change in our community.

Please send your 1-page resume, preferably by e-mail, to: chansen@uwoc.org

Carolyn Hansen, Director of Resource Development
Orange County United Way
P O Box 397
15 Scott's Corners Drive
Montgomery, NY 12549

We are located in the Walden Savings Bank Headquarters building at the junction of Routes 17K & 208 (across the road from Orange County Choppers' showroom).