Job Title: Coordinator, Community Support

American Cancer Society

Overview: Saving lives is our mission at the American Cancer Society. The people who work at the American Cancer Society focus on their talents to end the pain and suffering of cancer. The Coordinator, Community Support Role is responsible for performing activities to region offices that are opened and staffed to serve their customers and their communities.

Requirements: Associate’s degree; or combination of education and work experience, and 0-2 years of office or event experience. Requires excellent written and verbal skills, strong problem solving skills, strong computer skills, and ability to respond to circumstances in a timely manner.

Main Job Duties: Your responsibilities include: mail management, general office operations, office volunteer management, donation/income processing, general event support, event materials and product support, data entry and reporting.

To apply, please go to https://jobs.cancer.org/job/atlanta/coordinator-community-support-atlanta/79/7164360.