

Position Title: Administrative Assistant

Organization: Roswell Park Alliance Foundation

AFPWNY Post Date: January 26, 2018

The Roswell Park Alliance Foundation has an opportunity for a full-time Administrative Assistant in a non-profit health care organization. The position supports one director and team.

Required Experience and Skills:

- Three years plus applicable work experience
- Excellent communication skills
- Proficient with Microsoft Word, Excel, and Outlook
- Raisers Edge experience a plus

Interested applicants should email cover letter and resume to **Kim.Guido@RoswellPark.org** by February 9, 2018.