



**Michigan Association of United Ways
Job Opening**

Position Title: Program Specialist

Reports To: MAUW President/CEO

Summary:

Provides clerical and data management support to the State Employees Charitable Campaign (SECC) & Labor programs for the Michigan Association of United Ways (based in Lansing, MI). Performs other necessary tasks for office administration. Position is full-time and recognized under OPEIU Local 459 agreement.

Duties & Functions:

- Manage and maintain data needs for the SECC campaign including report distribution & creation of brochures.
- Coordinate & make preparations for meetings including some minute-taking during meetings.
- Provide general office assistance including scheduling, mail routing, and office machine maintenance; some general correspondence and light telephone reception included.
- Register checks and billings within the accounting process.
- Other related duties may be assigned.

Salary: \$28,701 plus a benefit package including health insurance & defined contribution retirement plan.

Qualifications:

Associate degree or 3 years experience in an association and/or customer-oriented environment. Highly proficient in Microsoft Office components (with particular emphasis on Excel & Access) and knowledge of database management. General writing skills, basic accounting skills and customer-friendly attitude.

Please submit resumes via email to eluchenbill@uwmich.org by no later than August 3, 2010.