



Advancement Volunteer

Position Description: We are looking for an advancement volunteer to join us at Aging Care Connections! Our staff relies on volunteers to help us serve over 13,000 older adults and their families each year.

Under the supervision of the Director of Philanthropy and Communications, you will:

- Craft and edit email distribution lists
- Data entry
 - Through DonorPerfect
- Filing and organizing of preexisting electronic files
- Research local organizations and businesses
- General clerical work
- Grant prospect research
- Assistance in assembling bulk mailings and other similar projects

Qualifications

- MOS (Excel, Word, occasionally PowerPoint)
- Good communication skills
- Work well with others
- Detail oriented

Schedule:

Flexible – Although there are no set hours for this position, we are looking for someone who can commit to a regular time Monday through Friday during regular business hours (8-12 per week)

Location:

Aging Care Connections Office,
111 W Harris Ave
La Grange, Illinois 60525

Please contact Lilliana Wills at lwills@agingcareconnections.org if interested in the position, or if you have any questions.