



AIDS Project Los Angeles (APLA), one of the largest non-profit AIDS service organizations in the United States, provides bilingual direct services, prevention education and leadership on HIV/AIDS-related policy and legislation.

MARATHON PROGRAM ASSISTANT (Temporary)

DIVISION: DEVELOPMENT

OBJECTIVE: Assist the Program Director with daily tasks and administrative responsibilities as they pertain to the National AIDS Marathon Training Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Answer telephone and relay information to callers about the program, donations, registrations, etc., manage AIDS Marathons' general voicemail.

Organize and maintain The National AIDS Marathon Training Program office calendar.

Process incoming donations. Maintain donor records.

Complete financial reports.

Process requests for information received by mail, email, and website each day.

Maintain the AIDS Marathon general email account.

Process new registrations.

Maintain office and event supply inventory.

Generate check requests. Pay vendors. Create and maintain vendor files.

Process matching gift donations.

Proofread/review documents for Program Director before distribution.

Offer event support.

Run errands.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

REQUIREMENTS:

Training and Experience:



Superior organizational skills, personal and professional telephone etiquette; and excellent customer service skills required.

Knowledge of:

Knowledge of computer software including: MS Office, MS Access, and Convio. Knowledge of marathon running preferred.

Ability to:

Ability to work with a diverse demographic of participants and be able to work within a team environment.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

This is primarily an office position that requires occasional bending, reaching, stooping, and moving of materials weighing 25 pounds or less. The position requires daily use of a personal computer and requires entering, viewing, and revising text and graphics on the computer terminal and on paper.

SPECIAL REQUIREMENTS:

Frequent local travel. Must possess a valid California driver's license; proof of auto liability insurance; and have the use of a personal vehicle for work-related purposes. Occasionally may be asked to work evenings and weekends.

To apply, send resumes to:

**AIDS Project Los Angeles
Attn: Human Resources
611 S. Kingsley Dr.
Los Angeles, CA 90005**

Fax: (213) 201-1595

Email: jobs@apla.org

An EEO Employer.