

FRCE EMPLOYMENT OPPORTUNITY

The First Responder Center for Excellence (FRCE), an affiliate of the National Fallen Firefighters Foundations, develops and promotes quality educational awareness and research to reduce physical, emotional, and psychological health and wellness issues for first responders. The FRCE is seeking a Program Specialist to perform duties to assist the organization as follows:

MAJOR FOCUS

This part time position is primarily responsible for daily administrative functions of FRCE, coordination of daily operations of program management and budget management.

ESSENTIAL

- Process invoices, payroll and expense tracking
- Take minutes of monthly committee calls and other meeting as needed
- Develop reports from programmatic meetings
- Contract administration
- Maintain database for programs and training
- Coordinate travel and meeting space needs
- Attend trade shows as needed
- Develop and update policies and procedure for the operation of the FRCE
- Manage daily operations grant applications and program development and implementation
- Assist with overall marketing plan for FRCE including website

REQUIREMENTS/EDUCATION:

- Must possess high school diploma, GED or equivalent experience
- Must have 10 years office experience
- Must be able to type 40 wpm.
- Must be proficient in Microsoft Office including Word, Excel, Outlook and Access
- Must be proficient in basic math and accounting skills
- Operations experience helpful
- Must be able to report to work on time as scheduled
- Must be able to work weekends, holidays and nights as needed
- Must present an overall professional appearance and report to work in appropriate attire
- Must be able to write reports, business correspondence, and procedure manuals
- Must be able to communicate effectively, both orally and in writing with all levels within the organization
- Must be able to multi-task and to meet deadlines
- Must be able to develop and manage operational programs
- Must possess sound judgment and problem-solving skills
- Must possess exceptional organizational skills

ADDITIONAL INFORMATION:

The above description denotes some of the specific characteristics which are necessary to perform the principal functions of the job and are not intended to be a description of all the work requirements that may be inherent in the position.

First Responder Center for Excellence for Reducing Occupational Illness, Injuries and Deaths, Inc. is an equal opportunity employer.

Interested individuals should submit resume and cover letter to eklima@frcemail.org.