



The Greek Orthodox Ladies Philoptochos Society, Inc.

Invites applications for the position of:

Development & Information Officer

The National Philoptochos Development & Information Officer is responsible for articulating and implementing the Society's long-term strategic development plan as proposed in consultation with the Executive Officers. The individual will:

- Ensure the future of Philoptochos by implementing programs that are relevant to our cross-generational members and address critical issues in today's society
- Articulate and promote the mission and work of the Society through written communications, website and social media, thereby increasing brand recognition within the greater Greek Orthodox, as well as non-Greek, communities
- Institute current office programs and systems, including financial and accounting programs, and improve office efficiency

The position will work closely with executive leadership to ensure that the Society's key goals are carried out. As a result, skills such as leadership, communication, time management and teamwork are needed. A bachelor's degree or more is required, along with professional non-profit work experience. In addition, the individual will be expected to demonstrate a thorough knowledge and understanding of the Society's mission and work, and the Greek language.

Applications will be accepted until 3/7/2018.

Please send Resume and accompanying documents to:

Administration@philoptochos.org