

Camp Good Days Office Assistant – Part-Time

Camp Good Days is a local nonprofit that strives to improve the quality of life for children with cancer with year-round programs and summer camping sessions. The Buffalo Regional Camp Good Days Office is looking to fill the part-time Office Assistant position.

This position requires an individual with strong verbal communication and organizational skills; possesses multi-tasking abilities and is familiar with Microsoft Office. Responsibilities of the Office Assistant include reception, bookkeeping, mailings, database entry, equipment and supply inventory and additional duties as needed. Programming and fundraisers occasionally require nights and weekends. Must be able to lift 15lbs and drive the company van. Qualified applicants must have a minimum of an Associate's Degree; Bachelor's Degree preferred.

Interested candidates should send a cover letter and resume to: The WNY Camp Good Days office: WNYCampGoodDays@CampGoodDays.org.

This posting may also be viewed online: <https://www.campgooddays.org/employment>