EMPLEYMENT OPPORTUNITY – TECHNOLOGY ASSOCIATE

Sharsheret, a fast-paced and growing national breast and ovarian cancer organization, seeks a full-time entry level IT associate to work from our Teaneck, NJ office.

QUALIFICATIONS
- Associate’s or Bachelor’s degree in computer science or a related field
- 1+ years of experience in a technical support role
- Excellent interpersonal, communication, and organizational skills
- Team-oriented attitude to help other colleagues and departments with IT-related problems.
- Ability to manage and prioritize multiple projects simultaneously and work in a very fast-paced environment
- Experience with or ability to learn Donor Perfect CRM and Givecloud
- Experience with Microsoft Office, Google, data entry and data management

RESPONSIBILITIES
- Helpdesk for colleagues – issues may relate to databases, applications, website, etc.
- Generate and provide analysis of fundraising and participant reports
- Event page development and management
- Manage updates to website and liaise with website developer as needed
- Install and configure software and computer systems
- Support the implementation of new solutions or applications
- Data management and data entry
- Equipment purchasing

TO APPLY

Send resume and cover letter to resumes@sharsheret.org. No telephone calls please.
Salary ($45,000 - $55,000) and benefits commensurate with experience.

Sharsheret provides equal employment opportunities to all candidates regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, creed, religion, political belief, gender, sexual orientation, marital status, or age.