

Openings at Cerebral Palsy, Inc.

Written by Cerebral Palsy, Inc.
Friday, 17 April 2015 15:34 -

1. Development Coordinator

Cerebral Palsy, Inc. currently has an opening for a Development Coordinator. The primary role of the Development Coordinator is to lead the grant writing process, coordinate involvement with third party events, lead the Celebrating All Abilities program in local schools, and head the department's donor retention process.

A bachelor's degree in marketing, communications, or related field is desired; associate degree is required. Qualified candidates will have strong written communication skills, knowledge of fundraising techniques, experience with prospect research and proposal writing, and must be comfortable working with school aged children from K-12.

This is a full-time position (40 hours/week) and is eligible for our full benefit package. You can find a complete job description for this position on our website: www.cp-center.org and click on the "employment opportunities" tab. Apply by date for this position is Tuesday, April 28th. Please call Human Resources at 920-337-1122 with any questions you may have.

2. Service Coordinator in our Adult Day Services Program

Cerebral Palsy, Inc. currently has an opening for a Service Coordinator in our Adult Day Services Program. The primary role of the Service Coordinator is to provide service coordination for clients in Adult Services, to include intake, scheduling, updating information, documentation, etc. The Service Coordinator is also responsible for acting as a liaison between all interested parties and communication with all as needed.

A bachelor's degree in social work, psychology or related fields or combination of education and experience is required along with a familiarity with community resources and experience working with adults who have severe and multiple disabilities.

This is a full-time position (40 hours/week) and is eligible for our full benefit package. You can

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