

## Special Events Coordinator

Alzheimer's Association-Greater Michigan Chapter seeks a full-time Special Events Coordinator for our Southfield office.

This position provides assistance and support in the planning and the implementation of Special Events and other Special Event related programs in conjunction with the Development Department and its overall goals.

Candidate must have a minimum 2 years proven working experience in all areas of event planning and database management. **Excellent** organizational, computer, and communications skills are essential. Proficiency with Microsoft Office especially Word, Excel and Power Point. Experience with Raiser's Edge software a plus!

Degree in related field preferred or equivalent related work experience.

Competitive wages offered along with outstanding benefits including health & dental insurance, generous paid time off package, 401(k), Long Term Disability, Short Term Disability, Life Insurance and more! EOE

### **Resume:**

Alzheimer's Association- Greater Michigan Chapter  
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