

Florida Developmental Disabilities Council, Inc.

Staff Assistant Position

Full time staff assistant needed for non-profit disabilities organization. The position will provide administrative and clerical support to multiple managers, using Microsoft Office and other software. Applicants must demonstrate professional office experience, intermediate computer expertise, strong written and verbal communication skills, and the ability to handle multiple tasks under tight deadlines.

Experience working with a board of directors and meeting planning is preferred. Candidates must be willing to work with a team, be self motivated and be available to travel often.

Interested individuals must be prepared to take a skills test and should send a cover letter and resume describing their experience, knowledge, skills and abilities to:

Latarsha Williams, Program Manager
Florida Developmental Disabilities Council
124 Marriott Drive, Suite 203
Tallahassee, Florida 32301.

Fax (850) 922-6702.

Materials may be received via post mail or fax and should be submitted no later than 5:00 p.m. on Friday, October 14, 2011. **Email applications will not be accepted.** Please continue to refer to this website for updates on the status of the hiring process for filling this position.