

American Red Cross Illinois Capital Area Chapter

Job Posting

Manager, Health and Safety Services

Reports to: Chief Development Officer.

Full time exempt: (Monday - Friday 8:00 a.m. ó 5:00 p.m. ó Some nights and weekends required).

Salary: Commensurate with experience.

Benefits: Health, Dental, Vision, Life, Retirement, Vacation

Requirements: Experience of success in customer service and partnering with volunteers. Excellent interpersonal, communication, organizational, and time-management skills. Self-motivation and the ability to work effectively in deadline and pressure situations. Ability to work in a team setting with much flexibility. Lift up to 50 pounds and carry 20 pounds. Working knowledge of Microsoft Office programs. Possess clean driving record (excluding minor traffic offenses) and pass criminal background check.

Experience in fundraising, marketing and/or sales is strongly preferred. Current American Red Cross Health & Safety Services Instructor and thorough knowledge of all American Red Cross lines of service is preferred.

Responsibilities Include:

- Partners with Health & Safety Services Chairperson to help Regional H&SS committee achieve committee goals.
- Manages all service delivery aspects of Health & Safety Services and Business Emergency Planning Alliance, including management of per-diem and volunteer instructors and presenters, first aid station workers, instructor aides and other H&SS volunteers.
- Serves as primary contact for authorized provider instructors, health & safety customers, and business emergency planning alliance basic and premium membership. .
- Leads H&SS Regional marketing and sales efforts.
- Works with chapter operations to ensure customer satisfaction in data entry of course records, registration of community H&SS students and billing of H&SS customers.
- Assists in organization-wide initiatives by supporting fundraising and volunteer recruitment efforts.
- Other duties as assigned.

Applicants must complete employment application to be considered for this position.

**Deadline for application is
Friday, February 19, 2010**

Send application to:

American Red Cross, Illinois Capital Area Chapter

Attn: Human Resources

1045 Outer Park Dr.

Springfield, IL 62704

An EEO/AA Employer