

Curator (Researcher)

Summary

The Curator is a mission critical, administrative and program support position responsible for assisting the Deputy Assistant Director in order to fulfill the requirements necessary to sustain the Assistive Technology Center at Fairhill as well as gather information for the anticipation of needs and services to be performed by members of the staff of Fairhill Partners.

Responsibilities

- Assists the Deputy Assistant Director as needed in different areas of research and data compilation;
- Contacts outside entities and organizations regarding marketing information and product research;
- Organizes and catalogs information and documentation regarding various aspects of Assistive Technology Center;
- Demonstrates the ability to work effectively in a multi-tasking, highly personalized environment;
- Exercises professional judgment and maintains a high level of confidentiality;
- May supervise other program/administrative staff as needed;
- May oversee a volunteer service unit and supervise volunteers;
- Demonstrates accountability for achievement of specific tasks and objectives related to the Fairhill Strategic Plan;
- Performs other duties as assigned.

Qualifications

- Minimum five (5) years successful, administrative experience or equivalent specialized education;
- Experience working with all levels of management as well as front line staff; experience working with intergenerational populations and/or older adults preferred;
- Proficient in the use of position-related software and tools, as well as MS Office 2000 products;
- Professional appearance, attire and demeanor.