Rathgeber Hospitality House
Part-Time House Manager II

Rathgeber Hospitality House is seeking a mature adult with exceptional interpersonal skills that exemplifies in Leadership, Self-Confidence and Compassion for others.

Qualifications Include:

- Ability to effectively work with people, especially families in crisis.
- Ability to function as a team member.
- Ability to communicate clearly and demonstrate good judgment.
- Must have a positive and warm personality; be dependable and able to work with minimal supervision.
- Have a clear understanding how to maneuver the computer hard drives, folders and files.
- Have current experience with MS Word and Excel Spreadsheets.
- Have a clear understanding of how nonprofits operate including dealing with donors, houseguests and visitors of the House.
- Must be extremely flexible on work schedule (48 hours minimum per pay period of 2 weeks)
- Full Hospital Benefits available.

For more information, please contact Kim Tomlinson directly by phone or e-mail.

Rathgeber Hospitality House
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