

Job Announcement

Indiana Black Expo, Inc., a 501(c)(3) non-profit organization, seeks an individual who is a non-smoker and can effectively execute projects designed for tobacco prevention and cessation and smoke-free air throughout its 12 chapter affiliates. A Bachelor's Degree and a minimum of three years' experience in program development is required. Successful candidates must have a track record that demonstrates the following characteristics:

- Proficiency in Microsoft Office software, and audio-visual training aides;
- Ability to collaborate effectively with community, government and corporate team members and thrive in a progressive, fast-paced environment;
- Strong oral and written communication skills and respond to questions accurately and in a timely manner;
- Innovative problem-solving and decision-making skills and critical analysis thinking;
- Strong prioritization and results focused;
- Consistent ability to meet project deadlines;
- Strong record-keeping and organization skills;
- Ability to work within budget constraints and develop creative solutions when challenged;
- Team and relationship building;
- Oriented toward personal and team growth and development;
- Willing to travel up to 30%

Qualified candidates should email resumes to humanresources@indianablackexpo.com or fax to IBE Human Resources at 317-925-6624 by **August 29**. No phone calls please.