



## Vision Loss Education Center

SARASOTA • MANATEE • CHARLOTTE • DESOTO • HIGHLANDS

### **Lighthouse Vision Loss Education Center in Sarasota, Florida is hiring a full-time Support Specialist.**

A dynamic and growing non-profit serving people with vision impairments is seeking a Support Specialist.

We are looking to fill a first-time position of a Support Specialist. This full-time position with benefits will report directly to the Chief Executive Officer providing administrative support in a one-to-one working relationship. The Support Specialist will serve as the primary point of contact for staff with internal matters, as well as external constituents, donors, and community leaders. The Support Specialist may also provide support to the Senior Management Team. Prior administrative experience required. This position will be based out of the Lighthouse main facility at 7318 North Tamiami Trail in Sarasota.

Excellent verbal and written communication skills required. Must be able to work on projects independently and under pressure at times. Must be able to handle a wide variety of tasks, and able to manage confidential information with discretion.

All Lighthouse employees are subject to pre-employment background checks, and eligibility to work will be verified through E-Verify. Lighthouse Vision Loss Education Center is an equal opportunity and E-Verify employer with a drug-free workplace.

Visit [lighthouseeducationcenter.org](http://lighthouseeducationcenter.org) to learn more about us.

**No telephone calls please.** Please submit your cover letter and resume to [human.resources@lighthouseeducationcenter.org](mailto:human.resources@lighthouseeducationcenter.org), answering the following question in 2 or 3 sentences in your cover letter: *What makes you a good fit for this position?* Please also answer: *What do you like on your pizza?* (We like to have some fun here too.)