

Jobs Reported

Administrative

Director, Administration/Operations
Regional Manager/Center Manager
Office Manager
Executive Assistant
Administrative Assistant, Senior Level
Administrative Assistant, Intermediate Level
Administrative Assistant, Junior Level
Receptionist
Business Development Manager
Contracts Administrator
Quality Assurance Manager
Quality Assurance Specialist

Accounting/Finance

Director of Finance & Administration
Controller
Accounting Manager
Accounting Supervisor
Senior Accountant
Staff Accountant
Payroll Specialist
Accounting Clerk

Cultural, Artistic, Performing Arts

Artistic Director
Production Manager/Coordinator
Box Office/Sales Manager
Technical Staff
Visitor Services Manager
Visitor Services Specialist

Development

Director, Development
Development Manager, General
Development Manager: Annual Giving
Development Manager: Major Gifts
Grant Writer, All Types of Funding
Development Officer
Special Event Coordinator
Development Associate

Education & Recreation

Director, Education
Curriculum Specialist
Educator or Teacher, Adult Education
Site Supervisor
Teacher, K – 12
Teacher, Pre-School
Teaching Assistant, Pre-School
Child Care Assistant
Community Educator
Recreation Program Manager
After School Instructor
Instructional Aide
Recreation or Activity Leader, Children or Youth
Recreation or Activity Leader, Adults
Fitness Instructor

Employment/Work Training

Job Developer
Vocational Counselor
Job Coach

Executive

Executive Director/Chief Executive Officer
Associate Director/Chief Operating Officer
Chief Programs Officer
Chief Communications Officer
Chief Development Officer
Chief Human Resources Officer
Chief Information Officer
Chief Strategy Officer
Chief Financial Officer

Food Service

Food Service Manager or Supervisor
Cook
Food Service Assistant/Worker

Foundation/Philanthropy

Program Officer
Grants Manager/Administrator

Gift/Thrift Shop, Warehouse & Food Bank

Gift/Thrift Shop Manager
Gift/Thrift Shop Retail Sales Clerk
Warehouse Manager
Warehouse Worker
Food Bank Manager
Food Bank Assistant/Clerk

Government Affairs & Research

Director or Manager, Government Affairs
Advocacy Manager
Data Manager
Policy Analyst

Housing/Community Development

Director of Real Estate Development
Project Developer
Director of Resident/Community Services
Program Manager, Resident/Community Services
Resident Services Coordinator
Property Supervisor
Site Administrator
Occupancy Specialist
Desk Clerk
Program Manager: Housing
Asset Manager (Financial Analyst)
Shelter Coordinator

Human Resources

Director, Human Resources
Human Resources Manager
Human Resources Generalist
HRIS Manager
Benefits Manager
Human Resources Representative or Specialist
Recruiter
Human Resources Assistant

Information Technology

Director, Information Technology Services
Information Technology Manager
Systems Administrator
Software Engineer
Database Administrator
Network Technician
Tech Support Specialist
Data Entry Operator
Web Site Developer

Legal Services & Community Organizing

Director of Legal Services
Managing Attorney
Staff Attorney
Attorney, Legal Aid/Advocacy
Paralegal
Legal Secretary/Assistant
Senior Community Organizer
Community Organizer

Media/Journalism

Digital Editor
Media Producer

Medical & Clinic Services

Director, Medical Services
Clinic Director
Director of Nursing
Registered Nurse
Nurse Practitioner
Licensed Practical Nurse
Medical Assistant, Certified
Health Educator
Community Health Worker
Health Information Coordinator
Medical Records Clerk
Billing Clerk
Receptionist (Medical)
Physical Therapist
Occupational Therapist
Speech Pathologist

Operations

Facilities Manager
Maintenance Supervisor
Maintenance Technician or Specialist
Janitor or Custodian
Driver
Purchasing Coordinator or Specialist

Program Management, Other than Social Services & Mental Health

Program Director/Administrator, Other
Program Manager/Administrator, Other
Program Coordinator, Other
Program Assistant, Other

Social Services & Mental Health

Program Director/Administrator, Social Services/Mental Health
Program Manager/Administrator, Social Services/Mental Health
Program Coordinator, Social Services/Mental Health
Program Assistant, Social Services/Mental Health
Psychiatrist
Clinical Supervisor
Licensed Clinical Social Worker
Therapeutic Counselor, MFCC/MFT
Clinician (Pre-License MFTI/ACSW)
Case Manager/Social Worker, Master Level
Case Manager/Social Worker
Counselor, Master Level
Counselor
Substance Abuse Disorder Professional
Family Advocate
Eligibility Specialist
Intake Coordinator
Resource & Referral Counselor
Senior or Adult Program Assistant
Children or Youth Program Assistant
Personal Attendant/Home Health Care Worker

Volunteer, Membership & Marketing

Volunteer Director

Volunteer Coordinator

Communications Director or Manager

Public Relations Manager

Content Marketing Manager

Marketing Coordinator

Social Media Coordinator

Graphic Artist

Writer/Editor

Membership Director or Manager

Membership Assistant

Customer Service Representative

Community Outreach Coordinator

Other Jobs

A number of jobs were included in the survey but we did not receive enough data to report on them. For confidentiality reasons, a minimum of five responding organizations are needed to report any data for a job title. For more information or questions, please email info@501commons.org.