



September 2016

## Job Description

### MCCPTA Office Manager

We are looking for a dynamic, positive and unflappable individual to run our MCCPTA office and serve our members. This paid part-time position is ideal for someone looking to make a positive difference in the community.

Ideal candidate would have the following qualifications:

PTA experience at any level

College degree or higher

Ability to multitask like a pro

Proven track record of outstanding customer service

Understanding of popular computer word and spreadsheet programs and apps

Willingness to travel to our Germantown office, the possibility of another location in Rockville and to the Carver Auditorium in Rockville.

MCCPTA consists of 193 school PTAs from across Montgomery County and are chartered by Maryland PTA. We advocate on behalf of all our students in Montgomery County Public Schools (MCPS) by exchanging and pooling information and experience, by pro-actively interacting with MCPS and our elected officials at all levels. We serve our members by helping PTA leadership countywide on issues affecting children. MCCPTA represents our more than 49,000 members.

Interested parties should send their resume and letter of interest to [mccpta2016joblisting@hotmail.com](mailto:mccpta2016joblisting@hotmail.com)