

## VCI JOB OPENING

Versatile, hands-on Community Relations / Administrator full-time position with private Veteran non-profit organization with a background in one, many and / or all below listed skills / knowledge / experience in:

- Professional Office Management
- Community Relations / Client Servicing
- Computer Operations / Maintenance
- Fund Raising / Sustaining Fund Drives
- All Aspects of Operations & Maintenance
- Grant Writing
- Project(s) Implementation
- Quick Books
- Multi-Tasking

Professional Personal traits – passionate, director’s right hand, media savvy, credible, enjoys / not frustrated by problem solving.

Qualifications: Educational ATTAINMENTS HELPFUL. Work experience / knowledge / enthusiasm and the ability to **“GET THE JOB DONE”** IN A PROFESSIONAL POSITIVE MANNER.

## SALARY / BENEFITS

- Competitive Salary
- Benefits – Individual Specific
- Holidays / Vacation Generous in a pleasant rewarding environment
- All VCI employees / interns / customers treated professionally

## HOW TO EXPRESS INTEREST

Please forward resume with (no more than) one page cover letter indicating interest and why you should be considered for this KEY ORGANIZATIONAL POSITION.

Forward to: President / Director Veteran Community Initiatives, 727 Goucher Street, Johnstown PA 15905 or e-mail to [CAULFIELDT@ATLANTICBBN.NET](mailto:CAULFIELDT@ATLANTICBBN.NET) ASAP. Vacancy review will continue until position filled or another avenue taken.