

TO: GCFP Board Members, District Directors, Presidents and Members

Important Job Posting - Please share with your clubs

Resumes are due to Joyce Milberg by August 6th

Send to 2thomsmil@gmail.com.

Each submission will be carefully reviewed by the GCFP president, 1st and 2nd VPs.

On the resume, please include your name, address, phone number and e-mail as well as your previous job experience and training with several reference names and contact information. Additionally, please tell us why you are interested in the job and why you think you would be an asset to our organization.

- The GCFP is looking to fill the position of Headquarters Administrative Secretary. The office is currently located at 1525 Cedar Cliff Drive, Camp Hill, PA. This is a part-time salaried position *without* health care or pension benefits. Some of the duties and requirements of this position follow:
 - CPA or strong book-keeping experience to facilitate financial reporting to the GCFP Treasurer, Financial Secretary and the 501c-3 State Chair.
 - Advanced computer skills since this position is the clearinghouse for all GCFP information, including a complete up-to-date database listing of all GCFP clubs members' pertinent information.
 - Internet abilities to allow efficient interface with all information on the GCFP website, www.pagardenclubs.org
 - Excellent communication ability to interact with board members; club members to answer questions; to provide ribbons/certificates for flower shows, and mailings of manuals purchased.
 - Additionally this position interacts with members of the public and with staff at the National Garden Club, Inc. and Central Atlantic Region of State Garden Clubs.
- This is not a complete listing of skills and duties of this position. More information can be found on the website, in the BOD manual and Standing Rules.