

VCI JOB OPENING

GENERAL DESCRIPTION

Versatile, hands-on Community Relations / Administrator full-time position with private Veteran non-profit organization. Must have:

- Strong computer skills
- Working knowledge of QuickBooks software program
- Able to Multi-Task
- Strong communication skills
- Grant Writing a plus
- PROFESSIONAL, PROBLEM SOLVER, MEDIA SAVVY, CREDIBLE

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 ASAP. Vacancy review will continue until position filled or another avenue taken.