



POSITION VACANCY

OFFICE MANAGER - A well-organized and enthusiastic team member is needed to support regional Boards and Commissions and staff with daily administrative functions. Office Management tasks will include managing phone calls and emails, purchasing supplies, coordinating appointments, maintaining contact lists, and planning, scheduling and coordinating meetings and events. Position involves interacting and communicating well with community leaders and the public.

The successful candidate should have proficiency in MS Office, possess the ability to write, edit, and update web content, be familiar with the use of content management systems, and provide quality written and visual content for external communications of the organization for newsletters, annual reports and social media campaigns. Experience in digital design software (Adobe Creative Suite) a plus.

Other essential job duties include the preparation of agendas, recording of minutes, composing of advanced correspondence memos, letters and forms, conducting research and preparation of reports.

The incumbent is retiring on 12/31/19 after 16 years of service to the CVPDC.

Possess any combination of education equivalent to graduation from high school or completion of GED equivalent; AND coursework in business management or related field. Associate Degree preferred. Two (2) years' experience or an equivalent combination of education and experience may be considered. Salary DOQ.

More information, detailed position description and application can be found at <https://www.cvpdc.org/about/careers.html>. Submit required application, resume and letter of interest to hr@cvpdc.org, CVPDC, 828 Main Street, 12th floor, Lynchburg, VA 24504. Position open until filled. Drug free environment. Priority response date is 10/31/19. EOE VRS

October 15, 2019