

SPECIAL
EDITION

✧ **Breaking News** ✧

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✧ WANTED ✧ WANTED ✧ WANTED ✧ WANTED ✧ WANTED ✧

WANTED

★ OFFICE ADMINISTRATOR ★

**THIS COULD BE YOU, A
FRIEND OR NEIGHBOR**



The position is 20 hours a week, with flexible scheduling and located at the Federation Office at the Vollmer Center-4915 Greenspring Ave, Balto, MD.



Some of the responsibilities are keeping the financial records, responding to member inquiries, providing administrative support to the Officers, creating the Membership Directory, and handling event registration.

Familiarity with Microsoft Software, Publisher and Quicken essential. Interested candidates should be referred to StatePresident@fgcofmd.org

★ PART-TIME ★

★ FLEXIBLE HOURS ★

SHARE THIS WONDERFUL OPPORTUNITY WITH FELLOW MEMBERS, FRIENDS AND NEIGHBORS