

Job announcement:

Part-time Office Manager needed for Ardmore non-profit economic development organization. 12-15 hours a week. Responsibilities include managing calendars, meetings, and special events; preparing reports and financial data; maintaining databases, managing office needs, stakeholder communications, some bookkeeping. Requires strong computer skills (Word, Excel, Publisher), flexibility, excellent interpersonal skills, and the ability to work well with all levels of staff, stakeholders, board members, and vendors. Familiarity with Quickbooks is a plus. Please submit resume to Nancy@ardmoreinitiative.org.