

Family Services of Montco Seeks Full-Time Administrative Assistant

Family Services is hiring a full-time administrative assistant for our Eagleville Office. The administrative assistant performs general secretarial and clerical duties, assists senior management, and serves as the scheduling/administrative liaison between senior management and the agency board of directors. The administrative assistant also maintains the agency's donor database in Sage Fundraising software and assists with special event/meeting planning. The ideal candidate is organized, detail oriented, and has the ability to multi-task. Experience with Microsoft Office Suite and strong communication and proofreading/editing skills required. Knowledge of Sage Fundraising software a plus. To apply, e-mail a cover letter (with salary requirements) and résumé to Karen Konnick at kkonnick@fsmontco.org.

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