

Seeking Coordinator—Volunteers & Events

Ideal Candidate will possess:

- Desire to work part time, flexible 20 hour week schedule
- Strong verbal and written communication, time management and interpersonal skills.
- Ability to interact with people and work well as part of a team.
- Computer proficiency required, experience with graphic design software preferred.
- Experience in an office environment and coordinating people preferred

Salary: Based on experience

Position Support Duties Include: (but may not be limited to)

- Coordination & Scheduling of Volunteers
- Event Committee Support
- Customer Service
- Administrative
- Design & Promotion

Interested Candidates:

Send Resume & Cover Letter to:
Littleton Area
Chamber of Commerce
P. O. Box 105,
Littleton, NH 03561
Deadline: February 24, 2012



LITTLETON AREA
CHAMBER of COMMERCE