



## **Volunteer Avery Coordinator**

Avery County, NC

*Avery County is an Equal Opportunity Employer*

### **Senior Center**

Responsibilities will be managing accounts payable/receivables, grant writing, serving on various boards that assist low income clients, planning and implementing large scale fundraisers, distributing funds to individuals and groups, soliciting funds, speaking to groups, maintaining food bank, coordinating with other agencies to provide assistance.

Part-time position 20 hours/week. Benefits will include sick, annual leave and local governmental retirement plan. Must be able to communicate effectively in oral and written form, good knowledge of business English, mathematics, modern office procedures and related office information technology equipment, software and peripherals.

### **Education/Experience requirements**

High school diploma supplemented by business courses and secretarial or clerical experience.

**Applications may be picked up in the county manager's office or  
are available online at**

[http://www.averycountync.gov/i\\_want\\_to/apply\\_for\\_county\\_position/index.php](http://www.averycountync.gov/i_want_to/apply_for_county_position/index.php)

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Submit County application by **4:30 p.m., March 2, 2015** to Avery County Manager, PO Box 640, 175 Linville Street, Newland, NC 28657