



FOR IMMEDIATE RELEASE
2019-03
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Contact: Judy Crawford
CCAA Office
301-392-5900

The Charles County Arts Alliance is currently accepting applications for the following position:

**Office Assistant
Part-time, 20 hours a week
La Plata, MD**



We are currently seeking an Office Assistant to support the Office Manager and provide excellent customer service to our members and citizens. Duties include managing social media and general office organization.

Candidate must be proficient in the Microsoft Office Suite, and Constant Contact. Prior experience in producing newsletters, database/website management and working with nonprofits preferred. Must be a team player, results-oriented, able to work with minimal supervision and have own transportation. Hours are daytime with occasional weekends and evenings. Starting salary is \$14/hour.

Qualified candidates should send a cover letter and resume to: info@charlescountyarts.org. For more information, call the CCAA office at 301-392-5900.

CLOSING DATE: March 15, 2019

The mission of the Charles County Arts Alliance is to stimulate, promote, encourage and provide recognition of the arts and the creative spirit in Charles County. For more information about the Arts Alliance, visit www.charlescountyarts.org, call 301-392-5900, or info@charlescountyarts.org.