



Advertisement

Position: Officer Administrator

Bennington County Habitat for Humanity seeks a full-time Office Administrator. Office is located in Manchester. Qualified applicants should know Excel, Word, Publisher and Powerpoint; understand social media, website design and database entry; have excellent communication skills (both written and verbal); be able to manage a volunteer program; enjoy working with people; and exhibit competent office management skills. See complete job description at benningtoncountyhabitat.org For more information, call 802-367-1000 or email execdir.bchfh@gmail.com