



## FSI Employment Opportunities – as of November 18, 2013

### 1. **Office Manager**

Nonprofit in Montgomery County, Maryland, seeks organized team player to provide administrative and logistical support for a residential facility serving women and children who are fleeing domestic violence. Will handle a variety of administrative duties including scheduling, financial records, supply orders and inventory. Coordinates services with outside providers, while ensuring that facility location is kept confidential. Assists with reports and data collection to ensure program integrity. Must have excellent organizational, time management and crisis response skills in the face of multiple, competing priorities.

**Qualifications:** Minimum of an Associate's Degree required, B.A. preferred. Two years experience as an administrative assistant required; experience in a private non-profit working with at-risk families preferred. Must be proficient in current Microsoft Office software programs including word processing, spreadsheets and database. Must be able to lift 30 pounds, stand, sit, stoop, bend at the waist and knees, and exhibit overall body flexibility.

To apply for any of these openings, please e-mail a cover letter with the job title and your resume to [careers@fs-inc.org](mailto:careers@fs-inc.org) or fax to 240-631-9356 or mail to Human Resources, Family Services, Inc., 610 East Diamond Avenue, Suite 100, Gaithersburg, MD 20877.