

We are currently recruiting for a short-term full-time contractual **Management Associate for the Maryland Commission for Women (MCW)**. **This office is located at 51 Monroe Street, Rockville Maryland 20850.**

The hourly rate for this position will range from \$17.53 - \$22.56. This is a full-time contractual position. This position is from September through November.

This position provides administrative and secretarial support to the Director, Maryland Commission for Women (MCW) and 25 members of the Commission for Women. Responsible for typing, filing, and scheduling for the office. Performs duties such as coordination of meetings, preparing meeting materials, recording official minutes, obtaining supplies, and working on special projects. Answers routine and non-routine correspondence and assembles confidential and sensitive information. Responsible for procurement, processing payments and fiscal record keeping, including monthly expenditure reports, interface with FMIS and Oracle applications, and maintaining MCW website content. Assists with organizing MCW events including facility and speaker coordination, registration, publicity and implementation. Uses office skills to handle communications; file organization and management; equipment maintenance, and software including word processing, spreadsheets, databases and presentations, reports and letter preparation. Use independent judgment to plan, prioritize, and organize a diversified workload. Interacts with a diverse group of internal and external customers on both routine and sensitive issues and provides a high level of customer service.

The ideal candidate will possess excellent customer service and communication skills; office management and administrative support skills; experience with Microsoft Office Suite (Excel, Word and Power Point); experience with purchasing/procurement and record keeping.

If you are interested in this position, please send your resume by **Friday, August 25, 2017 at 4 p.m.** to dhhr.resumes@maryland.gov .

If you are selected for an interview, the hiring office will contact you directly to schedule.