



# NAVY-MARINE CORPS BALL COMMITTEE

BENEFITING THE NAVY-MARINE CORPS RELIEF SOCIETY

The Navy-Marine Corps Ball Committee is accepting resumes for a part-time Office Manager. The Committee's office is located on the Washington Navy Yard. The successful candidate will work a flexible schedule dependent upon the needs of the Committee. More hours will be required in the weeks leading up to the 2019 Navy-Marine Corps Ball which is yet to be scheduled, but likely will be held sometime in February or March of 2019.

The office manager position is responsible for coordinating the overall office activities for the Navy-Marine Corps Ball Committee while maintaining a high degree of professionalism, flexibility and organizational effectiveness. The successful candidate will have strong team player skills and the ability to work effectively with diverse groups of individuals.

Minimum qualifications include the following:

1. Certificate or associate's degree; bachelor's degree preferred
2. Proven office management, administrative or assistant experience to include bookkeeping
3. Knowledge of office management systems and procedures
4. Excellent time management skills and ability to multi-task and prioritize work
5. Attention to detail and problem solving skills
6. Excellent written and verbal communication skills
7. Strong organizational and planning skills
8. Proficiency in MS Office and Quickbooks
9. Working knowledge of mail processes such as FedEx and UPS

Email cover letter and resume to:

[info@navymcball.org](mailto:info@navymcball.org)

ATTN: Office Manager

The position will remain posted until April 30, 2018.

To review the complete Office Manager job description, go to

<https://navymcball.wildapricot.org/get-involved>

EOE

The Navy-Marine Corps Ball Committee is a 501(c)(3) tax-exempt organization established in 1914 by military spouses to raise funds for the Navy-Marine Corps Relief Society. The annual Ball is an event to celebrate and publicly express our gratitude toward our corporate and individual donors and supporters. Funds provided by the Navy-Marine Corps Ball help millions of Sailors, Marines and their families with financial assistance for emergency aid, Combat Casualty Assistance Visiting Nurses and other vital support at home and abroad.