

VILLAGE OF FRIENDSHIP HEIGHTS

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Assistant To Program Director Village of Friendship Heights

The Village of Friendship Heights, a local government in Chevy Chase, Maryland, is seeking an Assistant To Program Director to help plan and implement a full schedule of recreational and educational programming for the Friendship Heights Village Center. This 20 hour per week position is perfect for someone needing a flexible schedule. Professional atmosphere in award-winning community center. Garage parking provided. This position will work closely with the Program Director to produce Center programs, including children's events; writing and producing monthly newsletter and calendar; coordinating newsletter advertising; planning and accompanying trips; and publicizing programs to achieve maximum participation. Occasional evening and weekend hours required.

Send resume to Julian P. Mansfield, Village Manager, 4433 South Park Avenue, Chevy Chase, Maryland 20815, jmansfield@friendshipheightsmd.gov. See our website at www.friendshipheightsmd.gov. Full job description posted under What's New/Updates.

Education and experience will be considered in evaluating applicants. The most qualified applicants may be considered for interview. The Village of Friendship Heights is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law.