



# Federated Garden Clubs of New York State, Inc.

## Job Posting

We are seeking a part-time, 15 hour a week person to manage our office. The following skills are required.

### **Personal skills**

- Ability to effectively exchange and understand information, verbally and online
- Ability to problem solve
- Ability to work in an office of one - Self-Motivated

### **Administrative skills**

- Answering telephone calls and emails from customers and clients and directing them to relevant volunteers
- Ability to organize workload, processes, and physical objects and spaces

### **Technical skills**

- Ability to use Microsoft Office (Word, Excel, Powerpoint and Access)
- Ability to assist with Zoom events
- Ability to use or learn Quickbooks Accounting software developed by Intuit.

Please submit resume by August 15, 2022 to:  
292 Washington Avenue Ext STE 104, Albany, NY 12203-6385  
[fgcnys@verizon.net](mailto:fgcnys@verizon.net)

Questions? 518-869-6311