

Children's Advisory Commission Coordinator

Part-time County position coming open in July 2023. Position will not exceed 1000 hours per year.

The Children's Advisory Commission works with over 60 agencies, organizations, and community members to improve outcomes for families and children residing in Indiana County.

Seeking a professional with exemplary organizational skills, ability to manage monthly general meetings and a minimum of 3 subcommittee meetings, coordinate agendas and guest speakers for meetings, possess attention to detail skills, and knowledge of issues facing families in Indiana County. Must be proficient with computer software, social media/marketing skills, and coordinating events. Bachelor's degree is preferred. Serious inquiries only please.

The pay rate is \$17.73 per hour.

Interested candidates should send a cover letter, resume and 3 professional references by May 5, 2023 to:

Indiana County Courthouse
Commissioners Office, 2nd Floor
Attn: Melissa Miller
825 Philadelphia Street
Indiana, PA 15701