



GOVERNOR'S COORDINATING OFFICES

COMMUNITY INITIATIVES • SERVICE & VOLUNTEERISM • PERFORMANCE IMPROVEMENT
CRIME CONTROL & PREVENTION • SMALL, MINORITY & WOMEN BUSINESS AFFAIRS
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****Hiring Now****

★★ Job Announcement ★★

Governor's Office on Service and Volunteerism (GOSV) ADMINISTRATIVE ASSOCIATE

Basic Function:

The GOSV is seeking an Administrative Associate to assist with external and internal communications and office logistics. The Administrative Assistant will work closely with the Director, Deputy Director, Outreach Coordinator, Fiscal Officer, Program Officer, and Training Manager within GOSV.

The Administrative Associate will work closely with the Governor's Office of Community Initiatives (GOCI) staff to maximize resource sharing, logistics, and communications between GOSV, GOCI, the Governor's Office, and State Government.

The Administrative Associate will also help promote Volunteerism in Maryland by managing the state-wide volunteer connector platform as well as working with the Governor's Commission on Service and Volunteerism.

Responsibilities:

This is a full-time position. Core duties will include:

- Records maintenance
- Internal Procurement duties (travel, booking, catering, inventory, etc)
- Event Planning
- External and Internal Communication
- Build, maintain and track relationships
- Maintain accurate records of registered organizations and opportunities on the state-wide volunteer connector platform.
- Receive orders and distribute Maryland Volunteer Certificates

Qualifications:

- Knowledge of and experience with technology to manage communications and administrative tasks, including G Suite and Microsoft Office
- Strong task completion and project management experience
- Extraordinary attention to detail
- Excellent verbal and written communication skills
- Ability to work independently and within a team environment
- Strong ability to receive direction and prioritize workflow
- National Service experience is a plus (e.g., AmeriCorps, Peace Corps, Senior Corps, etc., either has a service participant or a staff member).

Salary and Benefits:

Commensurate with experience; hourly contractual position with select benefits

Location: Crownsville, Maryland

To Apply:

Submit cover letter, resume, and three professional references to:

Nicki Fiocco

Director, Governor's Office on Service and Volunteerism

Nicole.fiocco1@maryland.gov

Deadline to Apply:

February 10, 2020