

Job Opening



Tuesday, July 13, 2010

Writers in the Schools (WITS) seeks a full-time staff member to serve as our **Office Manager**. The Office Manager's duties include greeting and assisting visitors, answering phones, coordinating events, projects, and meetings, offering clerical support to a small staff, and managing a fairly complex database. We are seeking a responsible, organized support person with these skills:

- The ability to work with a wide variety of people
- Competence with databases, Internet, and email
- Accuracy with language and attention to detail
- The ability to multi-task and prioritize
- A passion for education and the arts
- And a sense of humor.

Qualifications: Bachelor's degree, proficiency with office software, strong writing, organizational, and interpersonal skills. Bilingual (Spanish) preferred. Reliable transportation a must.

WITS is a Houston-based nonprofit that provides long-term educational programs for students and their teachers. For more information about WITS, visit our website at www.witshouston.org. Non-smoking environment. Position available to start mid August. Starting salary \$24,000 annually, for 37.5 hours/week. Benefits included.

If you're interested in applying for this position, please send your resume and cover letter to: [mail \[at\] witshouston.org](mailto:mail[at]witshouston.org)

or

WITS

1523 West Main

Houston, TX 77006.