



**Office Manager
South End Community Center**

The Town of Stratford is currently accepting applications for an Office Manager for the Town's South End Community Center K-6 After School Program.

This is a grant-funded position that provides administrative support such as ordering supplies/materials, recording fees and generating statements, and maintaining records, files and databases. The Office Manger also provides professional reception and front desk support.

Must have an Associate's Degree, minimum of 2 years of experience as an Office Manager, good computer skills, valid CT Driver's License and reliable transportation. Approximately 32 hours per week. Hourly rate is \$18 an hour. Send resume to Human Resources, Town of Stratford, 2725 Main Street, Stratford, CT 06615.

The Town of Stratford is an equal opportunity employer. At Community Services, our mission is to enhance the quality of life of Stratford's diverse community by providing clinical and social services, linking residents to resources, and planning and coordinating partnerships and initiatives. Core services include youth and family counseling, social services, positive youth development, substance abuse prevention and advocacy. We are home to the South End Community Center and the Stratford Partnership for Youth and Families