



JOB POSTING

The Springs at Santa Rita is currently hiring an Independent Contractor to serve as Office Manager. This position requires approximately 400 hours per year, with most of the work on-site at The Springs' office. The contract fee is commensurate with experience.

This position requires general office skills, including MS Office, importantly Excel and Access, Constant Contact, Quickbooks, and website updating. The successful applicant will have a knowledge of non-profit board procedures and rules. This position requires familiarity with Green Valley Recreation procedures for reserving spaces for meetings and events. There is significant public interaction; a history of successfully working with customers or clients is preferred. The position works closely with and supports the Board of Directors of The Springs.

See the website (TheSpringsHOA.org) for a complete job description.

The Personnel Committee of The Springs is accepting applications beginning March 15, closing April 30. The position begins November 1. Please send a letter of interest and resume to The Springs Personnel Committee, 951 W Via Rio Fuerte, Green Valley, AZ 85614.