

## Job Opening: SC PTA Director of Member Services

Applications are now being accepted for the position Director of Member Services for the SC PTA. This is a part-time, hourly position that involves overseeing the business of SC PTA at the state office located in Columbia. The Director of Member Services works under the direction of the SC PTA President. This position involves providing support for the volunteer members of the Board of Directors all local PTA unit leaders. Prior supervisory experience and strong organizational and computer skills are required. Non-profit experience, Microsoft Office, desktop publishing, accounting, web design skills and grant writing experience are a plus. Benefits include paid holidays and 14 days of non-cumulative vacation leave. If interested, please submit a resume and written letter summarizing experience via email to: [president-elect@scpta.org](mailto:president-elect@scpta.org) or send via mail to 1826 Henderson Street, Columbia SC 29201 by May 31 , 2017.