

DO YOU FEEL A COMMITMENT TO HELPING THOSE IN NEED?

Genesee Orleans Ministry of Concern is seeking a F/T Client Advocate / Office Manager for our Albion Office. Duties include advocacy for clients in need, tracking, acknowledging, and depositing donations, coordination of our quarterly newsletter, and other clerical duties to include scheduling. Mon-Fri 9 AM – 4 PM. This position requires excellent organizational and communication skills, as well as a desire to help those in need. Social media and website management experience is a definite plus.



Genesee Orleans
Ministry of Concern

Assist · Enhance · Empower

"Agency of last resort"

Please forward your resume to: Bob Harker, *Executive Director*

121 North Main Street Suite 311 - Albion, New York
director@ministryofconcern.org