



NAVY-MARINE CORPS RELIEF SOCIETY

875 N. Randolph Street, Suite 225, Arlington, VA 22203 | www.nmcrs.org | (800) 654-8364

PLEASE POST

Relief Services Assistant – NMCRS Miramar

Navy-Marine Corps Relief Society (NMCRS) office at Marine Corps Air Station Miramar has an open for a part-time (30 hrs/wk) Relief Services Assistant. The position provides administrative support to the Director and supports a team of Volunteers who provide relief assistance to service members. Ideal candidate will have HS diploma/GED, experience in data entry, strong organizational and administrative skills, ability to work independently, excellent oral and written communication skills, public speaking experience and experience working with Volunteers. Knowledge of military pay/allowance systems and NMCRS Level III Caseworker status is highly desirable. Preference in selecting candidates will be given to those with previous experience as a Volunteer or as an employee with NMCRS.

Starting pay for this position is \$16.63/hr plus benefits. Interested parties visit <https://home2.eease.adp.com/recruit/?id=16982052> to access the online application for this posting. The closing date for this opportunity is **Friday, May 15, 2015**.

Although we acknowledge receipt of all applications, only those selected for interviews will receive further notification. Visit NMCRS on the web at www.nmcrs.org. E.O.E.