[MS-0087.006.012.047]

CURE

CITIZENS UNITED FOR RACIAL EQUALITY

JOB OPENING: Office Coordinator

HOURS: 15 - 20 hours per week (Schedule to be arranged)

SALARY: $2.00 - $2.50 per hour depending on qualifications (Maximum - $150. per month)

JOB DESCRIPTION:

1. Manage office, answer phone, correspondence, etc.
2. Recruit and coordinate volunteers for Cure office and committees.
3. Coordinate the production of the newsletter. Follow-up on assigned articles, arrange for delivery to printer, addressers and post office.
4. Coordinate, under the direction of the Executive Board, the work of volunteers and committees.
5. Attend monthly board meetings and keep minutes.

QUALIFICATIONS:

Type accurately and have ability to administer office

Pleasant telephone personality

A comprehension of racism and an interest in furthering civil rights.

A knowledge of the community, civil rights and community organizations, local government and it's agencies, civil rights legislation and the status of civil rights issues in the community would be valuable.

Please submit a brief resume with qualifications, skills and community involvement and interests and your phone number to:

CURE, 3944½ Third Avenne, San Diego, Ca. 92103

Applications accepted through August 31, 1973