



OFFICE MANAGER

Progressive Action for the Common Good (PACG) of the Quad Cities is seeking a part-time (10 to 15 hours per week) Office Manager to assist the Board of Directors in carrying out the organizational mission: "As progressives, we empower people to take action for positive change and social justice by coordinating a network of community forums and events aimed at educating and engaging citizens to work for the common good of all. Our core values are: Social Justice, Empowerment, Diversity, Sustainability and Community." This position is responsible for overseeing the PACG communications plan, outreach to volunteers, assistance in carrying out Issue Forum events, support for monthly Board and Issue Forum meetings and PACG software management. Candidate must have excellent organizational and communication skills (written and oral) and be willing to work occasional nights and weekends. Candidates must possess a college degree. Experience in office management is preferred. PACG is a 501(c)3. Position is open until filled. People from under-represented populations are encouraged to apply. Please submit letter of application, resume and contact information for three professional references to:

1212 W 3rd St., Davenport IA 52802