

**POSITION ANNOUNCEMENT  
OFFICE MANAGER**

WV FREE, the state's foremost advocate for reproductive justice, seeks a highly motivated individual to serve as Office Manager. WV FREE is a non-profit, non-partisan organization with a fast-paced, friendly office in downtown Charleston. The Office Manager (OM), who reports to the Executive Director, will manage books and orchestrate general office duties to maintain a smooth-flowing office atmosphere. The OM plays an integral role in financial, membership and database management, development affairs and event planning. The OM must possess the skills to take direction and work cooperatively. Good organizational and written skills are also a prerequisite. This individual must have a commitment to reproductive justice, be computer-literate, able to manage databases and perform accounting duties in QuickBooks. The ideal candidate will be an energetic person who can prioritize multiple responsibilities; a self-starter and finisher. Wage is commensurate with experience. Benefits included. Applicants should send a letter detailing interest in this specific position, resume, and a list of three references including one from a current or former supervisor to:

Executive Director  
WV FREE  
100 Capitol Street, Suite 1005  
Charleston, WV 25301

Applications accepted until position is filled. No phone calls, please. AA/EOE