**VACANCY ANNOUNCEMENT**

**August 16, 2022**

**St. James A.M.E. Zion Church – Zion House is seeking a candidate to fill the vacancy of Office Manager for our Homeless Veteran Reintegration Program (HVRP) and the SSVF Shallow Subsidy Program. This position provides administrative support to the case management staff and performs general office duties.**

**This is a grant funded position. Salary is commensurate with skill level. This is a full-time (40 hour per week) position. Health Insurance is available. Candidates should be proficient in Microsoft office.**

**We observe all federal holidays and allow 10 days for personal leave. Interested applicants should contact Dr. Loré L. Chambers at (410) 742-4950, ext. 112, or e-mail your resume to llchambers007@gmail.com.**