



**Community Recreation Association**  
400 Main Street • Dalton, MA 01226  
413-684-0260 • [www.daltoncra.org](http://www.daltoncra.org)



## **– CRA JOB OPPORTUNITY –**

# **Office Manager**

The Dalton Community Recreation Association (CRA) is seeking a highly motivated, professional and hard-working individual to join our team as our Office Manager. This position is responsible for accounts payable, accounts receivable, payroll, human resources, managing the front desk and assisting the executive director in day to day activities and projects. This role involves being able to work in a fun and fast paced environment. It is a full-time, salaried position with benefits including vacation/sick time, paid holidays, medical insurance, 401k and a fitness membership for your immediate family.

To succeed in this role, you should have:

- High School diploma or GED
- Minimum of 2 years of experience providing office support
- Thorough knowledge of Microsoft Office Suite and ability to quickly learn other programs
- Proven customer service skills
- Good communication skills, both written and verbal
- Self-starter, team player, not afraid to jump in and assist where needed

The Dalton Community Recreation Association (CRA) is non-profit organization with a mission of building a sense of community by offering social, educational, recreational, cultural and wellness programs to the Central Berkshire community in a safe, welcoming and inclusive environment. We are an Equal Opportunity Employer.

**Send your resume and cover letter by August 1, 2017 to:**

**[apeters@daltoncra.org](mailto:apeters@daltoncra.org)**

**or**

**Alison Peters**

**Dalton CRA, 400 Main St., Dalton, MA 01226**