

HELP WANTED

LEADERShip Martin County Alumni Foundation for Youth, Inc. (LMCAFFY) is looking for someone who is familiar with Martin Youth LEADERShip (MYL) to assist its Chairperson, currently Diana Bruton, throughout the year, in a position similar to Nancy Sailer's with LEADERShip Martin County.

The position is a contractually paid position with an average of 20 hours a month worked, with a cap on earnings of \$3500 per year. The position is one you can do from your own home on your own schedule (you'll need access to your own computer), provided the work is done when it's due and needed. You'd receive a 1099 each year.

The position generally consists of:

- taking and emailing minutes at monthly meetings
- preparing meeting agenda
- helping prepare applications for scoring - scanning applications, putting applications on CD, tabulating scores and preparing excel spread sheets
- writing and sending letters to applicants and students in the program
- preparing student's notebooks
- assisting with orientation, reserving space in the county when necessary for sessions
- keeping in communication with MYL committee chairs
- ordering shirts and other materials, etc.
- other duties that may be assigned

Some months may require a bit more than 20 hours, while other months will not. The most time intensive months in the past have been mid to end of June, July, August, September, and May.

Anyone who is interested is asked to email Diana Bruton, stuartrealtor@gmail.com, no later than August 19th, 2010.

Please note, if applicant(s) have not completed the (adult) LEADERShip Martin County class, the person selected must be willing to apply for the next LEADERShip class available. Interviews for this position are expected to be completed before the end of the month, and a person selected by the end of the month or early September.

This notice is available on the Alumni website: www.leadershpmcalumni.com.