



**RARA IS
HIRING!**

OFFICE MANAGER

Rockbridge Area Relief Association (RARA) is seeking an **Office Manager** (20 hours per week) to assist with daily operations. Responsibilities include agency communications, financial record keeping, and general administrative tasks. The ideal candidate would possess the following qualifications:

- Detail-oriented, good problem solver, and organized
- Ability to maintain a high degree of confidentiality and hospitality
- Proficiency in traditional office technologies (Microsoft Office); Social media and web-based newsletter application experience preferred
- Experience with QuickBooks strongly preferred but not required

\$16.50–\$17.75 per hour, depending on qualifications.

Interested applicants should send their resume and cover letter to director@raralex.org.