

EXECUTIVE ASSISTANT: Full-time position for experienced individual supporting administrative tasks of Executive Director's office and Board of Directors while maintaining confidentiality. The ideal candidate will have exceptional organizational skills, strong people skills, solid oral and written communication skills, and a keen interest in meeting mission objectives. Proficiency in Microsoft Office programs a must.

Please email all resumes to Kristie Pirozzi at kpirozzi@arcpbc.org. For more information about The Arc of Palm Beach County please visit our website at www.arcpbc.org

Thanks,



Kristie Pirozzi

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