

Position Summary

The Friends of the John Smith Chesapeake Trail is seeking a qualified Director of Administration to manage administrative responsibilities for the Friends. The responsibilities of this position include, but are not limited to, managing general office and administrative tasks, maintaining a contacts and partners database, coordinating with partners including the National Park Service and the U.S. Fish and Wildlife Service, scheduling meetings and preparing supporting meeting materials, and managing financial accounts in coordination with an accounting team. This position is an important part of a small and dynamic team working on Chesapeake Bay conservation, public access and citizen stewardship issues (Full job description is attached).

To Apply: To apply for this position, please submit your resume and cover letter by email to doneill@chesapeake-trails.org and place in the subject line of the email Director of Administration Position or by mail to:

David O'Neill

President

Friends of the John Smith Chesapeake Trails

410 Severn Avenue, Suite 204

Annapolis, MD 21401

Applications will be accepted until the position is filled, but priority will be given to resumes received by January 29, 2010. For more information visit our website at www.chesapeake-trails.org.

