

### **Executive Director Position**

The Howard County Bar Association is seeking an administrative professional to serve as its Executive Director.

Responsibilities of the position include providing administrative clerical assistance to the Board of Directors, coordinating and providing on-site assistance at HCBA Board meetings and member events, assisting in communication/public relations contact with Association members and the general public, and assisting in the production of Association newsletter.

The position is a part-time position, requiring approximately 10 hours per week. The applicant should have general computer skills including familiarity with excel, social media outlets, and desk-top publishing.

Interested individuals should forward resume and salary requirements to Mary Pizzo at the email address below.

[mpizzo@opd.state.md.us](mailto:mpizzo@opd.state.md.us)