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Now Hiring

Muncie Action Plan (MAP) is seeking an administrative professional for *a part-time position* through December 2019.

The Administrative Coordinator shall be employed as a contracted staff member.

OVERVIEW

The Administrative Coordinator of MAP, shall be required to attend the monthly meetings of MAP which are currently scheduled from 4:00 p.m. until approximately 6:00 p.m. each month as well as other MAP meetings as they are scheduled from time to time.

The Administrative Coordinator will be require to perform clerical duties, including by not limited to, taking meeting minutes, making copies, data entry and schedule coordination.

The Administrative Coordinator's primary responsibility is to aide the MAP President in the execution of their duties by providing administrative support.

[Learn More Here](#)

TIMELINE AND APPLICATION INFORMATION

We are seeking applicants who can start immediately. Applications will be reviewed as they are submitted. Qualified candidates will be contacted on a rolling basis.

Questions can be directed to Muncie Action Plan President, [Jenni Marsh](#).

Applications will be reviewed on a rolling basis. Qualified applicants will be contacted in 5 – 10 business days.



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