

VILLAGE OF FRIENDSHIP HEIGHTS

VILLAGE COUNCIL

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JULIAN P. MANSFIELD, *Village Manager*

4433 SOUTH PARK AVENUE
CHEVY CHASE, MARYLAND 20815

Phone: 301-656-2797

Fax: 301-907-3922

Email: info@friendshipheightsmd.gov

Website: www.friendshipheightsmd.gov



FRONT DESK SUPERVISOR VILLAGE OF FRIENDSHIP HEIGHTS

The Village of Friendship Heights, a local government in Chevy Chase, Maryland, is seeking a Front Desk Supervisor at the Friendship Heights Village Center. This is a full-time position with benefits in an award-winning community center. Duties include but are not limited to: Handling contacts with citizens regarding Village services and programs; scheduling part-time front desk staff and volunteers and overseeing training; maintaining records of registration and participation in Village Center programs and activities.

Send resume with cover letter to Julian P. Mansfield, Village Manager, 4433 South Park Avenue, Chevy Chase, Maryland 20815, jmansfield@friendshipheightsmd.gov. See our website at www.friendshipheightsmd.gov

Education and experience will be considered in evaluating applicants. The most qualified applicants may be considered for interview. The Village of Friendship Heights is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law.