



Greater Midland
Community Centers, Inc.

Join the team of one of the Great Lakes Bay Region's largest and longest-established non-profit organizations! Greater Midland Community Centers, Inc. seeks detail-oriented person for part-time data management specialist at busy headquarters office.

Primary functions include entering and managing data, maintaining database integrity, mastering RecTrac software, accurately correcting cash receipt errors, creating and running membership and financial reports as necessary. This position will also lend general support to GMCC finance and payroll office.

Qualified candidates will have effective verbal and oral communication skills, superior problem solving skills, ability to work independently, proficiency with standard software including Microsoft Office. Ideal candidates will have accounting background or experience. Positive, customer-friendly attitude a must for all candidates.

Screening starts immediately. Send resume to Melissa Crower at resume@greatermidland.org with "RecTrac" in the subject line. Application deadline February 8, 2012. Interviews will begin the week of February 13.

RecTrac is an industry standard parks and recreation software that manages facilities, class registrations, and membership details. Further information can be found at www.vermontsystems.com.

Greater Midland Community Centers, Inc. is a visionary nonprofit corporation dedicated to improving lives through recreation, social services, and wellness programs.

2205 Jefferson Avenue ~ Midland, MI 48640 ~ (989) 923-GMCC

Serving the Following Organizations:

*Greater Life, Greater Reach, Midland Community Center, Midland Community Tennis Center,
Midland Curling Club, North Midland Family Center, Railway Family Center*