

Part-Time Association Office Position Available

Covenants Assistant/Field Inspector

Are you a stay at home Mom or Dad whose children are in school all day? Are you retired and looking for a part time job to fill some of those hours? Do you have a friend or neighbor who might be looking for a part time position? The Association is looking for a new Covenants Assistant /Field Investigator (AAC).

This is a 20 hour/week position with a salary range of \$10-\$12/hr.

The Inspector is primarily responsible for the investigation and follow-up of covenant-related matters. This involves going out into the community and inspecting the exterior of properties for compliance with the NFCA standards and covenants. In addition, the AAC may serve as an Assistant to the Architectural Review Committee (ARC) and assist with other tasks related to Association business, including general office work, pool registration and newsletter.

Candidates for this position should be familiar with Microsoft Word and Excel. Candidates must be proficient with both oral and written forms of English.

Candidates interested in this position should mail or drop off their resume at the Association Office:

8201 Southrun Rd., Springfield, VA. 22153

or send their resume via e-mail to Dana Mayfield at

acmnfca@verizon.net