



CHMS

CAPITOL HILL  
MANAGEMENT  
SERVICES, INC.

**Career Opportunities with Capitol Hill Management Services**  
**Seeking 3 Junior Account Executives**  
***Full-Time & Part-Time Opportunities***

Capitol Hill Management Services/Center for Non-Profit Development is bringing aboard four new clients and is seeking three highly motivated individuals with exceptional interpersonal, organizational and communications skills to join our growing team as Junior Account Executives. There are both full-time and part-time employment possibilities.

CHMS has been providing quality association management services to organizations for over 30 years. We have an established record of success in providing administrative solutions to national, statewide and regional professional and non-profit organizations.

The Junior Account Executive will administer and provide support to several association clients, including working with volunteer board members, maintaining client membership databases, coordinating programming and conferences, communications and online presence. The position will be partnered with a senior staff mentor in order to gain further knowledge and experience in the profession.

These are entry-level positions with opportunity for advancement. Preferred candidates will possess an Associates or Bachelor's degree with a record of successful administrative experience. Interested candidates should send cover letter, resume, salary requirements and indicate whether full-time or part-time employment is being sought via e-mail only to:

John A. Graziano, Jr., President  
[john@caphill.com](mailto:john@caphill.com)



**Center for Non-Profit Development**

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