



September 16, 2019

We are accepting Applications

Executive Secretary—Part-Time M/W/F (24 hours per week) We are hiring an Executive Secretary with strong Customer Service skills, Writing Skills and Microsoft Office. Ability to use Mail Chimp and QuickBooks for light bookkeeping. Pay range \$16-\$20--depends on experience. Please submit resume with application and mail to: Crystal Falls Association, 21725 Crystal Falls Dr., Sonora, Ca 95370, or email to: crystalfallsranch@att.net. Application available at our website: www.crystalfallsranch.com.