

Wednesday, November 9, 2022

HIRING ADMINISTRATIVE OFFICE ASSISTANT

Company: The Kennedy Dancers, Inc.
Location: Jersey City, NJ
Compensation: \$15.00 per hour

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The Kennedy Dancers, Inc., a non-profit organization since 1976 is looking for a conscientious, reliable, and hard working, part-time clerical administrative assistant. Approximately 25-30 hours per week. Willing to work from 12PM and into early evenings and every Saturday. Must love children and cats. Must be eligible to work in the United States.

Duties Include: General Office Duties, Grant Compliance, Answering Telephones, Email, Social Media Promotion, Helping With Customers. Must be computer literate with pc's, Microsoft Suite, and some bookkeeping. Must be a team player.

Approximately 3 weekdays 12:00PM to 7:00PM and Saturdays from 9:00AM to 2:00PM.

Experience with non-profits or dance a plus. Willing to train!

Pay discussed during interview.

The Kennedy Dancers, Inc.
79 Central Avenue
Jersey City, NJ, 07306
201-659-2190
kennedydancers.org

For more information:
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