

First District PTA

Clerical Assistant Job Description

Position: Part-time Clerical Assistant

The role of clerical assistant is to ensure efficient and timely operations of the office to support and enhance the work of the organization. Responsibilities included (but not limited to) are answering phone calls, following up on questions and concerns, copying and filing. He or she should be proficient with computers and common software applications such as Microsoft word and excel.

Hourly Wage Range: \$11.00 per hour

Work Schedule: 10 – 12 hours per week

Qualifications/skills

- 2+ years of experience in a clerical role
- High school diploma or GED
- Excellent interpersonal skills
- Written and organizational skills
- Knowledge of PTA preferred

Job Responsibilities

- Assist with filing of compliance forms (government filings)
- Assist with record verifications (council & unit financials)
- Compile the District Directory
- Assist with event reservations
- Copy and collate materials

Working Relationships & Accountability

Under the direction of the Board of Directors must be able to perform all assignments in accordance with prescribed procedures using sound judgment. Will be required to represent First District PTA positively in interactions with individuals at all levels of the organization and allied agencies. Is expected to demonstrate a mature and professional attitude at all times in supporting the work of the organization.

Please contact Ellen Torres at president@pta1.org