

The NJSEA Special Children Committee Trustees are searching for an experienced, reliable and task-oriented Administrative Assistant. The Administrative Assistant (AA) is responsible for but not limited to, maintaining an organized filing system of paper and electronic documents, assisting in fundraising activities, and acting as the point of contact to the public regarding our State Major Project. The AA must prepare all meeting hand-outs, vouchers, and checks for signatures twice each month or as needed. The AA must be computer efficient in Microsoft Office programs as well as other computer programs. Additionally, the AA must deposit all funds, and provide information for two audits, utilizing Quick Books. The AA is required to attend the Committee meetings held at Elks Camp Moore and Meet the Ambassadors' luncheon as part of their regular work week. Other duties as assigned.

This position is offered as permanent/part-time (20 hours per week and up to 25 hours per week during peak months). The anticipated start date is August 1, 2019.

Inquiries and resumes should be sent to Peggy Berry at rypegber33@gmail.com and Joe Massimi at joedd2010@yahoo.com by January 3, 2019.