
Job Description

Part Time Clerical Assistant

The Town of Evans Municipality seeks part-time Clerical Assistant to work approximately 20 hours per week focused on Community Development. Must have flexible schedule.

Hours can vary: 8am-4pm or 9am-5pm

Note: Hours may vary based on assignments

Qualifications:

Computer experience, Microsoft Office (Word and Excel a must)

Website experience - design, updating and training others

High School diploma with 2-5 years' experience working in clerical capacity preferred with Marketing experience - digital, print and social media (some college accreditation preferred)

Respect and maintain a high level of confidentiality a must

Must have excellent oral and written skills

Competent in use of email, internet, digital and social media platforms

Must have good organizational and multi-tasking skills for fast paced environment

Excellent interpersonal skills

Must have required references and pass criminal background check

Responsibilities:

Assist in working with Supervisor to complete Town website and work with Town departments to assist with completing department web pages

Assist with branding all social media platforms and their pages

Receive incoming calls and route them appropriately

Assist in planning of special events

Attends meetings as requested

If interested, please reply with cover letter and resume through Indeed.com or send to M. Holl, Town of Evans, 8787 Erie Road, Angola, NY 14006 by Monday, February 1, 2021.

Pay: \$15.00 - \$18.00 per hour