

Part Time Recreation & Senior Programming Assistant

The City of Berlin is seeking two (2) part time Recreation & Senior Programming Assistants. Positions work in event planning, programming, record keeping, public relations, basic bookkeeping, and facility/staff coordination. Successful applicants will be PC literate with working knowledge of MS Word, Excel, Publisher, and Internet Explorer. Knowledge of QuickBooks is a plus. Candidates must possess excellent organizational and communication skills, be service-oriented, able to multi-task, a dependable team player, and hold a valid driver's license. Position hours require flexibility as hours per week fluctuate with departmental needs. Wage \$11.83/hour. This position does Not offer benefits. Qualified candidates, send cover letter and resume to: City of Berlin, PO Box 272, Berlin; Attn: Karen, or e-mail kneuman@cityofberlin.net.