



Job Description – Administrative Support Specialist

Position Title: Administrative Support Specialist

Position Description: This is a part-time/hourly staff position that is expected to average 16-20 hours per week and is not exempt from overtime, though it is not expected overtime will be necessary. There are some benefits commensurate to the hours worked. This is a newly created position and will report to the Cluster's Administrative Manager providing support largely related to finance.

The successful candidate for this position should be comfortable working with numbers, invoices, and spreadsheets. The scheduling of hours can be over two or three days, and likely need to transpire on afternoons and Fridays to accommodate a job-sharing situation with a current part-time employee.

Qualifications: This job requires the ability to maintain confidentiality, attention to detail, comfort in working with numbers. Competence in the Microsoft Office Suite is required and some bookkeeping experience is preferred. High school degree or equivalent required; some additional education is a plus. Independent transportation is preferred. The Cluster has a commitment to diversity, equity, and inclusion, and all staff members must be willing to embrace this as an organizational priority

This job posting will be open until the right candidate is identified. Work can begin immediately. It will pay \$20 per hour with paid time off and holidays commensurate to the number of hours worked. Please apply to gguss@pottstowncluster.org with resume and brief cover letter.

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