

Part-Time Program Assistant

Smart Start Rowan, a local nonprofit, seeks a part-time Program Assistant (29 hours per week), for general office duties, data entry, customer service and assisting the program and administrative staff. AS/AA in Office/Business Administration, Human Development or related field & exp. in office setting desired. Must be self-motivated w/ excellent communication, organization & interpersonal skills. Attention to detail required! Proficient in Microsoft Office suite. Ability to speak Spanish a plus. Send cover letter, & resume, 1329 Jake Alexander Blvd. S., Salisbury, NC 28146. Position open until filled.

An Equal Opportunity Employer