

PAID INTERNSHIP

OFFICE ASSISTANT

GESD – System of Care Center
7677 W. Bethany Home Rd. Glendale, AZ 85303

RESPONSIBILITIES:

- Provide Administrative Support
- Greet & Direct Clients
- Manage correspondence
- Communicate with Visitors
- Answer phone calls

SHIFT TYPE:

(SELECT ONE SHIFT FOR DURATION OF INTERNSHIP)

- Morning
 - Monday–Friday 9am–1pm
- Afternoon
 - Monday–Friday 1pm–5pm

Questions? Contact:

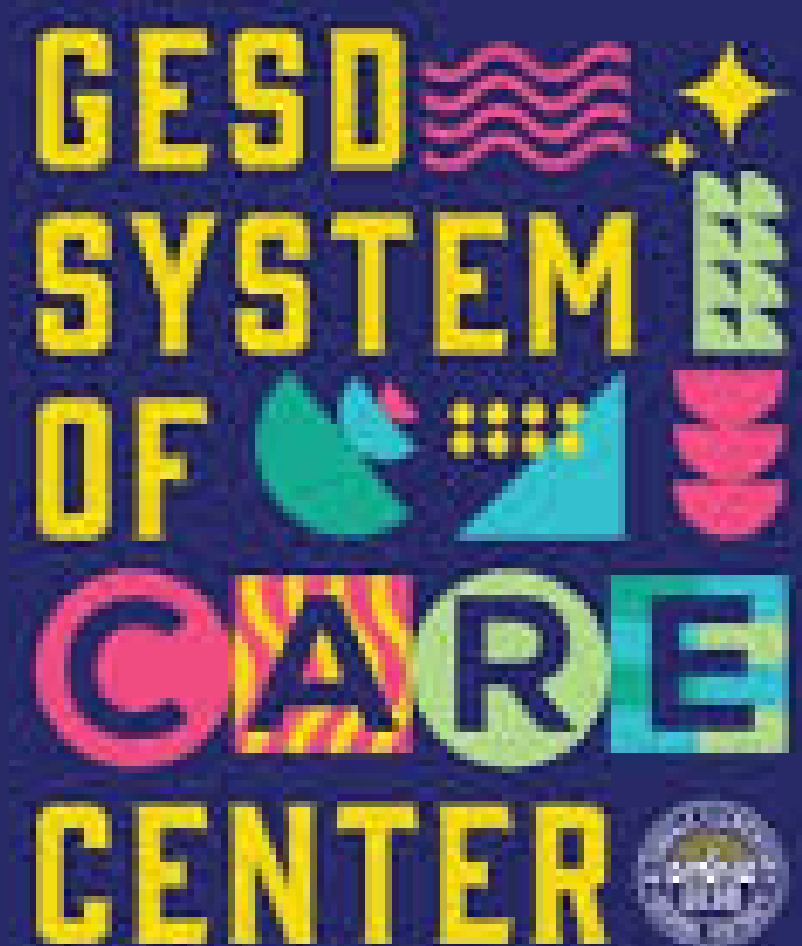
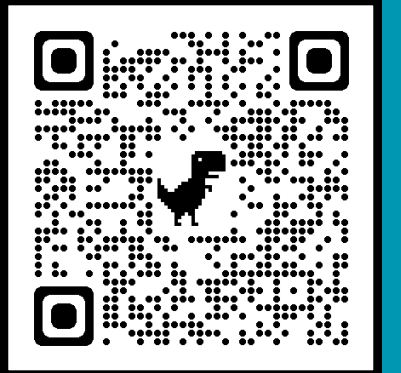
Ebonee.Robinson@BGCAZ.org

Website:

www.AZYouthforce.org

In Partnership With:
 **YOUTH**FORCE

**APPLY
NOW!**



\$14.70/HOUR

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