



# 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

## \$14.70/HOUR

## AGES 16–21

## Questions? Contact:

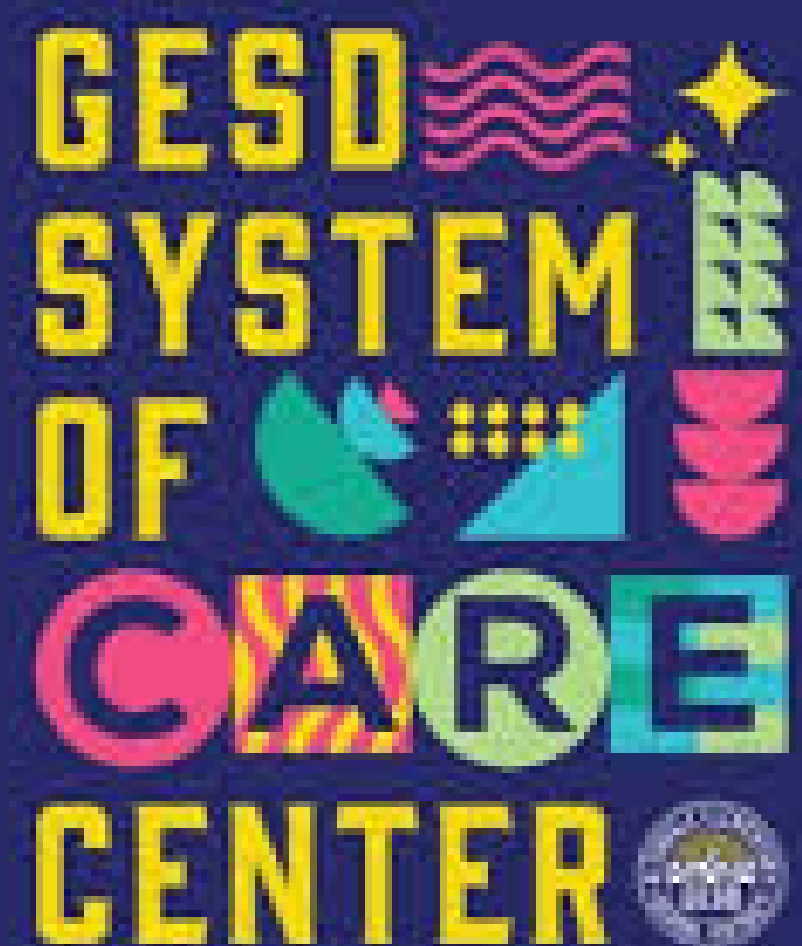
Ebonee.Robinson@BGCAZ.org

## Website:

[www.AZYouthforce.org](http://www.AZYouthforce.org)



In Partnership With:



## APPLY NOW!

