



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

\$15.15/HOUR

AGES 16–21

Questions? Contact:

Alicia.Moreno@BGCAZ.org

Website:

www.AZYouthforce.org



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