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PAID INTERNSHIP

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OFFICE ASSISTANT

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

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RESPONSIBILITIES

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

REQUIREMENTS

- Age 16-21
- Available Monday-Friday; 10am-5pm
(Start time is flexible)

LOCATION:

7677 W. Bethany Home Road
Glendale, AZ 85303

Questions? Contact:

Alicia.Moreno@BGCAZ.org

Website:

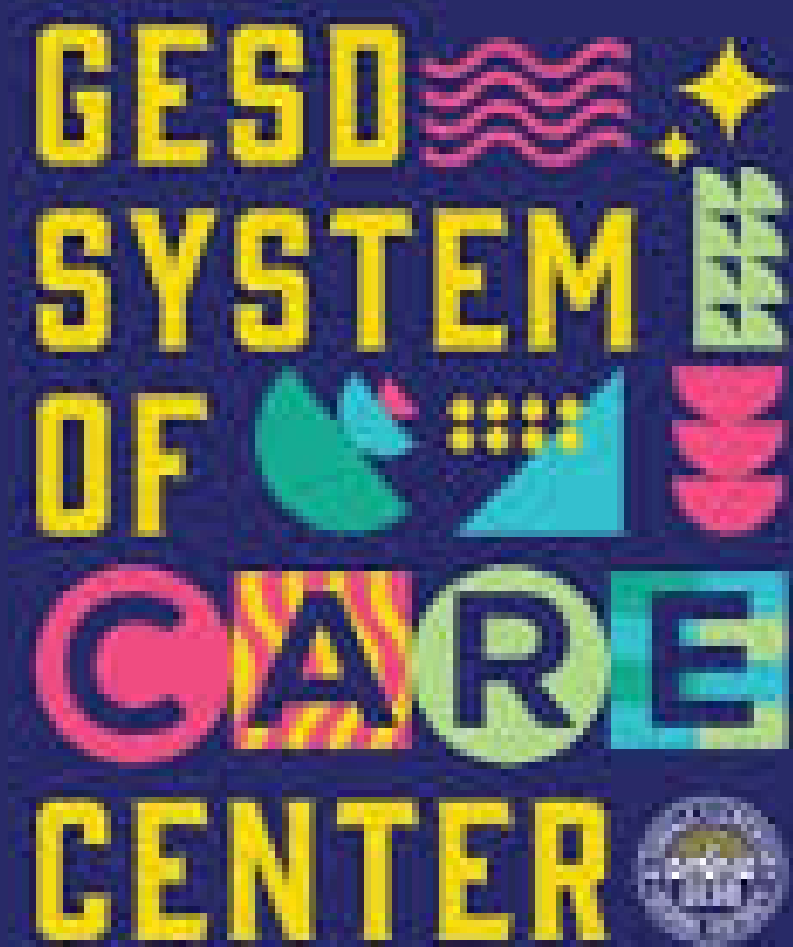
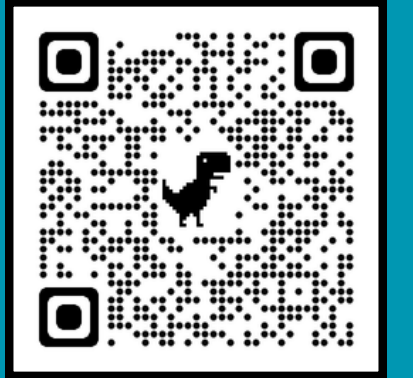
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