



BGCAZ OFFICE ASSISTANT - PAID INTERNSHIP

The office assistant intern supports a variety of projects across multiple departments at Boys & Girls Clubs of the Valley Program Service Center. This role provides exposure to office operations for college students or recent graduates seeking hands-on experience.

REQUIREMENTS:

- **Ages 18-21**
- **Weekday availability**
(At least four days, approximately 20 hours/week)
- **High School Diploma**
(or equivalent)

APPLY NOW!



RATE: \$15.15/hour

QUESTIONS? CONTACT:

Guadalupe.Valdovinos-caloca@BGCAZ.org