

**Position Description**

**Position:** Office Assistant Work Study

**Reports to:** Executive Director

**Hours per Week:** 8-12

**Duties & Responsibilities:**

* Digital organizing
* Collecting and processing mail
* Database update
* Social media postings, website updates
* Assisting with projects as assigned

**Work Hours:** Mon-Fri: business hours

**Skills/Qualations:**

* Must be good with computers
* Have an interest and knowledge of using social media
* Responsible
* Can work independently
* Friendly and pays attention to details.

To apply send resume and cover letter to dhoward@monkgardens.org.