

Part-Time Administrative Assistant

Job Description:

Part-time support staff to assist with various tasks including answering the phone, maintaining membership database, prepare and process invoices, filing, design and edit training announcements/materials, and assist with conference planning/registration, etc. 15-20 hours per week. Hours are flexible.

Qualifications: Applicant should possess strong interpersonal, oral and written communication skills, ability to prioritize and multitask, have strong organizational skills as well as have one or more years of office or related experience. Applicant should be proficient in Microsoft Office and familiar with desktop publishing software.

Submit resume with letter of interest to Marcia Hazelhorst, Executive Director P.O. Box 1332, Jefferson City, Mo 65102-1332 by October 14, 2022. MJJA is an Equal Opportunity Employer.