

Office Assistant

Conservative synagogue in Flushing is looking for a college student to work approximately 15 hours per week assisting the Rabbi and helping with general office responsibilities including:

Researching specific subjects, scheduling speakers, typing, filing, making copies and scanning.

Must know Microsoft Word and have good people skills. Knowledge of Excel and Google docs a plus.

Pay rate is \$15 per hour

To apply send resume to the following emails.

mbiller18@gmail.com

susanios@aol.com

awissc@cs.com