

Clerical assistance job description:

- One or more hourly, temporary clerical position(s)
- Responsibilities involve clerical support in producing Pacifica National Board (PNB) meeting minutes
- Reports to the PNB Secretary

Compensation:

- Hourly rate up to \$20/hour

Hours of work:

- Flexible

Skills and qualities needed:

- Access to one's own Word or Pages application
- Experience working with Word or Pages application
- Attention to detail
- Follow-through
- Patience
- Responsiveness
- Ability to work collaboratively and independently

Other requirements:

- Must have one's own computer or laptop and internet access
- Work to begin in August 2016

How to apply:

- Please send resume and cover letter to: secretary@pacifica.org
- Cover letter should indicate available starting date
- Please no phone calls or recruiters.

Application Deadline:

- Interviews to begin immediately and shall continue until position(s) is(are) filled

Pacifica Foundation is an equal opportunity employer and strongly encourages applications from women, people of color, persons with disabilities and veterans.

Pacifica Radio (www.pacifica.org) is the oldest network of independently operated, non-commercial, community-based, listener-supported radio stations in the United States. The five member stations are KPFA (Berkeley, CA), KPFK (Los Angeles, CA), KPFT (Houston, TX), WPFW (Washington, D.C.), and WBAI (New York, NY). It is the only listener-supported, independent media network in which both listener- members and staff-members (paid and unpaid) have the opportunity to be involved in the decision- making process with respect to the station's budget, programming and policies via the local station board.