



ADMINISTRATIVE ASSISTANT POSITION

The **Spring Grove Area Scholarship Fund** (SGASF) Board is pleased to have awarded over \$137,480 in scholarships to 82 graduates of the Spring Grove Area this past May. In order to operate effectively, the SGASF Board employs a **part-time Administrative Assistant**. We are currently in need of a talented individual to fill this role.

SGASF relies on dedicated volunteers, the support and partnership of outstanding parents, committed teachers and guidance counselors, and generous donors. This role requires work with all of those groups, in order to be successful.

A qualified individual should be a good communicator (written, verbal, and social media), thorough and detail-oriented, personable and engaging, and preferably a resident of the Spring Grove Area or with ties to the District, and readily accessible for Board meetings, etc.

This part-time position has an annual salary of \$3,676.00, which is paid on a quarterly basis. Time requirements for this position will be discussed in more detail during the interview process.

Please contact our president at kacildennis@gmail.com ASAP if you are interested in filling this **part-time Administrative Assistant** position, or know of someone who would be an ideal candidate, so that we can get you more information. Inquiries will result in the presentation of a thorough job description and a resume request.

www.sgasf.org



The Spring Grove Area Scholarship Fund, Inc. is a recognized non-profit whose mission is to build foundations for our future, one student and one scholarship at a time.