



Region 2 is looking to hire a part time Administration Assistant.

OA REGION 2 - ADMIN ASSISTANT RESPONSIBILITIES

- Prepare Spring Assembly documents: registration letter and assembly packet (8 hours)
- Create Spring Newsletter - content supplied by the Publications Coordinator (8 hours)
- Prepare Fall Assembly documents: registration letter and assembly packet (8 hours)
- Create Fall Newsletter - content supplied by the Publications Coordinator (8 hours)
- Attend BOTH the Spring and Fall Assemblies work about 20 hours at each assembly.

(Note: Actual hours may vary per assembly)

1. Friday 3pm-9pm (6 hours) - Saturday 7am-5pm (9 hrs.) – Sunday 7 am to Noon (5 hrs.).
2. Perform other Admin Assistant related duties as requested by R2 Board at Assembly.
3. Expenses to be paid by R2 include: airfare, airport shuttle, hotel & meals.
4. All hours worked will be paid at \$20.00 per hour.

Summary

This is a part time position that will require approximately 70 to 80 hours a year.

You will be paid for approximately 80 hours x \$20.00 per hour = \$1600.00

If you are interested in applying for this part time position please contact: Rick Zilkie – Region 2 Publications for additional information.

Phone 916-870-1442 Or email publications@oar2.org