



Employment Opportunity

Location of Job:	Brentwood, New York- Suffolk County
Employer:	Family Service League
Program Name:	Healthy Families Suffolk
Job Title:	Program Assistant
Description of Duties:	Data entry, file management, answering phones, donation management, office management.
Hours:	Monday-Friday; 9am-5pm
Salary:	Dependent upon experience.
Minimum Requirements:	High School diploma or GED, knowledge of Microsoft Word
Preferred Requirements:	Spanish speaking a strong plus.
Contact Information:	Giselle Cosme, Program Manager [Phone] 631-647-6635 [Fax] 631-969-8639
Deadline for Resumes:	Ongoing.