



***The Valdez Senior Center provides earned vacation leave
and Direct Primary Care to eligible employees.***

Position: Administrative Assistant

Starting Wage: \$17/hour

Minimum Qualifications:

- 18 years of age
- Valid ID or Alaska driver's license
- High school diploma or GED
- Working knowledge of Excel and Word, preferred
- Ability to pass a criminal background check and provide evidence of a yearly TB test
- Ability to lift up to 30 pounds

Duties and Responsibilities:

- Be a team player in a valued non-profit organization
- Assist with office duties
- Serve as a backup driver, if needed
- Other duties as assigned

**Interested candidates may pick up an application at the Valdez Senior Center
or download the application at valdezeniorcenter.org.**

Submit a completed application and resume in person or via email to vspsa@valdezak.net.

**Valdez Senior Center
1300 E. Hanagita
Valdez, AK 99686
(907) 835-5032**