



Job Description

Position: Office Clerk

Location: 954 Government Street
Mobile, Alabama 36604

Organization: 100 Black Men of Greater Mobile, Inc.

Compensation: \$9.90 an hour

Department: Office

Number of Openings: 2

Duration: June 1-24, 2020 (4 weeks – No Fridays or weekends)

Time Requirements: Part-time, 15 hours/week – not to exceed 60 hours total for duration of the job assignment

GPA Desired: 2.0 or better

Start Date: June 1, 2020

Job Description: This position provides a student with an opportunity to gain hands-on experience in non-profit operation, with potential opportunities for special projects depending on the applicant's skills.

- Help assemble fundraising mailings (addressing, folding, stuffing, sealing and stamping of mass mailings)
- Provide support to 100 Black Men's staff on special projects and initiatives
- Shadow and assist the maintenance coordinator, executive assistant, program director, executive director, and/or mentor-certified personnel of the 100 Black Men of Greater Mobile organization
- Dress professionally or for assigned events and/or task or business casual
- Complete 100 Black Men of America online mentee curriculum and surveys
- Report to the job site at the agreed upon time, remain until the release time; and take a 30-minute unpaid lunch break daily

Qualifications:

- Must be enrolled in Entrepreneurship Academy
- Must have required major of Business Management
- Must have own transportation
- Must have knowledge of Windows, Internet Explorer, Microsoft Office
- Must have good attendance and behavior record in school
- Must have a receptive and open mind to learn and to collaborate

Application Procedure: Please forward your resume and cover letter to your school's Signature Academy Specialist along with Teacher reference.