

The City of Berlin is seeking one part time Senior Programming Assistant. Position will work in event planning, programming, record keeping, public relations, basic bookkeeping, and facility/staff coordination. Successful applicants will be PC literate with working knowledge of MS Word, Excel, Publisher, and Internet Explorer. Knowledge of QuickBooks is a plus. Candidates must possess excellent organizational and communication skills, be service-oriented, able to multi-task, a dependable team player, and hold a valid driver's license. Position hours require flexibility as hours per week fluctuate with departmental needs. Wage \$12/hour. This position does NOT offer benefits. Qualified candidates, send cover letter and resume to: City of Berlin, PO Box 272, Berlin; Attn: Sara, or e-mail snighbor@cityofberlin.net.