

## **CHARLOTTE MECKLENBURG PUBLIC ACCESS CORPORATION**

### **ADMINISTRATIVE ASSISTANT (PART-TIME)**

The Charlotte Mecklenburg Public Access Corporation, a non-profit organization responsible for providing community media services to the residents of the City of Charlotte and Mecklenburg County North Carolina, has an immediate opening for a part-time Administrative Assistant. Responsibilities are general office duties including answering telephones, filing, and customer service.

#### **HOURS:**

12:00 PM to 5:00 PM, Monday-Friday

#### **REQUIREMENTS:**

1. Computer literate
2. Knowledge of Microsoft Office software
3. Pleasant personality
4. Works well with a diverse clientele

**\*Previous office administration experience desired.**

#### **APPLICATION DEADLINE:**

The deadline for applications is Tuesday January 31, 2012.

#### **TO APPLY:**

To apply send cover letter, resume and three references to:

John A. Rocco  
Executive Director

via e-mail to:

[jrocco@cmpac.org](mailto:jrocco@cmpac.org)

Only electronic applications will be accepted.

CMPAC is an equal opportunity employer.