Smart Kids, Inc.

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 11520 St. Charles Rock Road, Suite 102

Bridgeton, MO 63044

P: 314-884-1486

F: 314-455-3746

<https://www.smartkidsinc.org>

***CLERICAL CLERK***

**Availability:** Volunteer position is part time and here are the available slots:

Monday, Wednesday, and Friday: 9:00 AM – 12:00 PM.

Monday, Wednesday, and Friday: 1:00 PM – 5:00 PM

Tuesday, Thursday: 9:00 AM – 12:00 PM

Tuesday, Thursday: 1:00 PM – 5:00 PM

**Job Purpose:**

Assist in the Clerical Department with the day to day operations for Smart Kids, Inc.

**Responsibilities:**

The Clerical Clerk performs a wide range of duties including some or all of the following:

* Types, utilizing a computer keyboard and word processing software, and edits a variety of documents, creates spreadsheets, and word documents for multiple files.
* Answering the phone and making phone calls
* Assisting in various projects/events
* Printing, collecting, and filing documents
* Stuffing and addressing envelopes
* Assisting with grants and fundraiser clerical side of events

To apply for this position, please fill out the online application at [www.smartkidsinc.org](http://www.smartkidsinc.org). Once there, please look for the Volunteer Tab (in the upper right hand corner).

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**P: (314) 884-1486** [**www.smartkikdsinc.org**](http://www.smartkikdsinc.org)