



## **Office Assistant (Part-Time)**

Employer: East Kern Health Care District (EKHCD)

Pay Rate: \$20.00 per hour

Schedule: Approximately 20 hours per week

Employment Status: Part-Time, At-Will

### **POSITION OVERVIEW**

EKHCD is seeking a dependable and organized Office Assistant to support administrative operations and meetings. This position reports directly to the General Manager.

### **KEY RESPONSIBILITIES**

- Filing and organizing records
- Taking meeting notes and assisting with agendas and minutes
- Meeting setup and support (in-person and Zoom)
- Light office cleaning and organization

### **REQUIRED SKILLS**

- Microsoft Word
- Zoom
- Strong organization and communication skills

### **SUPERVISION**

Reports directly to the General Manager.

### **HOW TO APPLY**

Submit resume or inquiry to: [rrizo@ekhcd.org](mailto:rrizo@ekhcd.org)

### **APPLICATION DEADLINE**

April 7<sup>th</sup> 2026.