Part-time clerk needed at Standard-Examiner

BY ANNE CHRISTNOVICH
Standard-Examiner Staff

The Standard-Examiner is looking for a part-time news clerk to help compile event listings and community calendars. This person must be detail-oriented and have great phone and interpersonal skills. Accuracy for times, locations and prices is paramount. You must be comfortable identifying missing or unclear information and seeking out basic answers about dates, times, costs, locations and other relevant details.

This person must also be comfortable using a computer and learning our events system. The right person could work remotely. However, this person would start working in the newsroom for a trial period. After the trial period, hours can be flexible as long as deadlines are consistently met.

This position pays hourly but requires no more than 10 hours per week and does not provide benefits. Pay is negotiable based on prior experience.

Please email a resume and a cover letter explaining why you’re good for this position to achristnovich@standard.net. No phone calls, please.