



# Pettaway Pursuit Foundation

Part-time Administrative help wanted

Looking to supplement your income?

Pettaway Pursuit Foundation is looking to hire a retiree or someone with very knowledgeable office administration skills.

Person will work from home and Pettaway Pursuit Foundation office when necessary.

Minimum 20 hours. Monday, Wednesday, and Fridays. (flexible)

Duties are checking email correspondence daily, attending monthly meetings

Scheduling and coordinating meetings and assisting the Executive Director as needed.

Call 610-394-3515 to schedule an interview.

Pettaway Pursuit Foundation

Office: 610 394-3515

Fax: 610 394-3516

Please visit our web site: [www.pettawaypursuitfoundation.org](http://www.pettawaypursuitfoundation.org)