

Administrative Support:

Peekskill Business Improvement District seeks part-time administrative support help, capable of maintaining accurate databases; email and phone communication; visiting downtown businesses to collect contact information; scanning and organizing files; attend meetings and events. Generally flexible schedule between 10 - 15 hours per week, as required. Personable individual with demonstrable Microsoft Office suite skills. Some evening and weekend work hours may be required with advanced notice. Spanish speaking a plus; ability to update website a plus. Centrally located office in downtown Peekskill. Salary \$15-20 per hour, DOE.