American Scientific Affiliation
Office Assistant

The American Scientific Affiliation, or ASA, was founded in 1941 as an international network of Christians in the sciences. As scientists, members of the ASA take part in humanity’s exploration of nature, its laws, and how it works. As Christians, ASA members want to know not just how the universe operates and came into being, but why it exists in the first place. Please check out our website at asa3.org to learn more about the ASA.

ASA is seeking a part-time office assistant in our Topsfield office.

Responsibilities:
- Provide administrative support
- Clerical assistance with data base
- Filing
- Social media postings
- Assist with QuickBooks tasks
- Other functions as needed

Qualifications: High school diploma; college student with an interest in the mission of the ASA; knowledge of excel, word, and PowerPoint

Personal Skills: Good work ethic, excellent communication skills, great attention to detail, proven track record

Starting Date: October 2021

Hours and Compensation: 8 - 12 hours/week at pay rate of $14/hour, flexible work hours

Location: 218 Boston Street, Topsfield, MA

Applications: To apply, please contact Becky English, Membership & Outreach Manager at becky@asa3.org or (978) 887-8833.