





Volunteer Opportunities

Position:	Business Assistance Clerical Assistant
Department:	Economic Development
Duties: 	Engage in a high performing workplace that interacts with the public sector. This is an opportunity to develop databases and improve verbal and written communication skills. Primary responsibility will be to identify new businesses in the community and ensure they have access to county resources. Also assist with mailings, perform ZIP code lookup, data entry and labeling. Need basic administrative and computer skills and have ability to perform data entry, data lookup and create labels.
Location:	13805 58 th Street N. Suite 1-200 Clearwater 33760
Map:	gmap 
Schedule:	8 hours per month, Tuesdays preferred. Time of day flexible.
Additional Information:	For more information call Becky Wills at 464-7446.
Facility Operating Hours:	