



Communication Advocacy Network , INC (CAN)

WE'RE HIRING

Administrative Clerk

(covers payroll + scheduling + clerical)

Qualifications:

- Excellent basic math skills
- Computer skills required; Knowledge of Excel and Word preferred
- Willingness to QuickBooks (QBO)
- ASL or willingness to learn
- Ability to prepare basic data reports
- Good interpersonal skills
- Knowledge of basic filing practices
- Good organizational skills
- Other duties as assigned

Hours: 20-28 Per Week

Pay Rate: \$22.50/Hour

For Full Job Description or Apply,
Contact: Jennifer White-Jackson, Director

Phone/VP: (860) 566-9488

Email: JWhite-Jackson@cancorp.org



✨ Job Opportunity in Connecticut ✨

✨ We're excited to announce an in-person position (not remote).

📍 Location: Hartford, Connecticut

If you or someone you know may be interested, please share this post! 🗣️

E-mail: jwhite-jackson@cancorp.org