



# WORK at the AARC

**The Asian American Resource Center is seeking skilled  
Public Event Workers, General Maintenance Worker, Administrative Aide**

## **PUBLIC EVENT WORKER**

General help to maintain a safe and well-organized event. Must be available for weekend and evening hours. Flexible scheduling: up to 20 hours per week, depending on event bookings.

Minimum Qualifications: Graduation from high school or equivalent, plus 2 years of special events or hospitality experience. Preferred skills include audio/visual technology. Up to \$12/hour.

## **GENERAL MAINTENANCE WORKER**

Custodial services inside the facility and outside on the grounds.

Minimum Qualifications: 18 years and older, plus 1 year of relevant experience. Up to \$10/hour.

## **ADMINISTRATIVE AIDE**

General office administrative work including customer service, phones, computer, filing and data reporting. Minimum Qualifications: Graduation from high school or equivalent plus 2 years of relevant experience. Up to \$10/hour.

*Each of the above positions are temporary, non-benefitted positions.*

**For details, please visit the full job description online at [www.austintexas.gov/aarc](http://www.austintexas.gov/aarc) under the "Get Involved" section.**

**Send resume and cover letter to [aarc@austintexas.gov](mailto:aarc@austintexas.gov)**



The City of Austin is proud to comply with the Americans with Disabilities Act. If you require assistance in our programs or use of our facilities, please call (512) 974-1700.