Program Assistant (Part-Time)
TheDerrick.com – Oil City, PA

TheDerrick.com is seeking a friendly, organized, and customer-focused **Program Assistant** to join our team. This is an in-office, part-time position that serves as the first point of contact for our subscribers and readers.

Primary Responsibilities

- Provide exceptional customer service by phone and in person.
- Answer subscription inquiries and assist customers with account questions.
- Process subscription payments accurately and securely.
- Maintain customer records and perform basic administrative tasks.
- Support the administrative team with additional responsibilities as the position grows and organizational needs evolve.

Qualifications

- 1–2 years of customer service experience required.
- Previous payment processing or cash handling experience required.
- Strong computer skills with the ability to quickly learn new software systems.
- Excellent communication, organizational, and problem-solving skills.
- Professional, dependable, and detail-oriented.
- Ability to work independently while contributing to a collaborative team environment.

Position Details

Schedule: Part-time, Monday – Friday, 25–30 hours per week
Location: In-office (Oil City, PA)
Compensation: Pay commensurate with experience.

If you enjoy helping people, learning new skills, and being part of a mission-driven local news organization, we'd love to hear from you. EOE

Please submit your resume and a brief cover letter for consideration to

publisherdpc@gmail.com
Subject: Program Assistant