



**RIGHT  
TRACK**

SAINT PAUL. YOUTH JOBS.

**Job Title:** Right Track Worker

**Job Description:** Assist with time cards (review and technical help as requested), assist in developing the program through recruitment, special events (trainings, socials, etc.) as well as support YJ01 Right Track Project Manager with office and communication tasks.

**Worksite Location:** Right Track Office - City Hall Annex

25 W. 4<sup>th</sup> St. #400

Saint Paul, MN 55102

**Work Schedule (Days/Hours):** Flexible, most likely 2x a week from 2:30-5:00pm or 3x a week from 3:00-5:00pm. Weekdays only.

**Requirements/Qualifications:** 16 years or older, Microsoft Office knowledge, desire to work hard and learn, proactive, professional, meets Right Track eligibility requirements.

**If interested, contact:** Asha Shoffner: [asha.shoffner@ci.stpaul.mn.us](mailto:asha.shoffner@ci.stpaul.mn.us)

