

**Job Title: Administrative Assistant**

**Organization:** Permian Basin Young Guns (PBYG)

**Location:** Midland, TX

**Closing Date:** Open until filled

**Job Description:**

**Mission Statement:** Permian Basin Young Guns is a nonprofit organization dedicated to youth and women's shooting education.

Flexible Part Time (20 hours weekly)

Assist Board of Directors with record keeping and communication with students and donors.

**Skills and Knowledge:**

- Must be proficient in MS Office
- No prior knowledge of firearms or shooting sports is required
- Good written and verbal skills
- Must pass background check

**Salary:** Based on experience \$15-\$18 hourly

**How To Apply:** Send resume to [pbyg@permianbasinyoungguns.com](mailto:pbyg@permianbasinyoungguns.com)