Bear Creek Lakes Civic Association is seeking a full-time Office Clerk to support daily operations in our community office. Responsibilities include assisting members in person, by phone, and by email; processing payments; maintaining member and property records; issuing badges and permits; and performing general administrative and clerical tasks.

Qualifications

- **Proficiency in QuickBooks, Microsoft Excel, and Word required**
- **Prior office or customer service experience preferred**
- **Must be dependable, organized, detail-oriented, and able to maintain confidentiality**

Schedule

Full-time position with regular weekday hours.

Location

Bear Creek Lakes Civic Association Office
57 Pool Drive, Jim Thorpe, PA 18229

To Apply

Please email your resume or letter of interest to:

📧 **President@bclca.org**
📧 **VicePresident@bclca.org**
📧 **Treasurer.bclca@gmail.com**