PARKINSON VOICE PROJECT

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Join Our Team at Parkinson Voice Project!

Parkinson Voice Project is looking for a dependable, friendly, and organized Student Assistant to support our team and contribute to our nonprofit speech therapy clinic.

This is a great opportunity for an undergraduate or graduate student pursuing a degree in Speech-Language Pathology who enjoys helping others and contributing to meaningful work.

This is a clerical position that provides general office and administrative support to our team. Responsibilities include greeting patients, scheduling patients, filing, scanning, answering phones, preparing flyers and forms, and assisting with events.

What We're Looking For:

- Currently enrolled in an undergraduate or graduate Speech-Language Pathology Program.
- Excellent oral, written, and interpersonal communication skills.
- Warm, friendly, and professional demeanor when interacting with staff and patients.
- Strong attention to detail and a high level of accuracy.
- Ability to handle confidential information with discretion.
- Basic working knowledge of Microsoft Office.

Schedule: A minimum commitment of 10–12 hours per week is expected. Days and times are flexible and can be arranged around your class schedule.

Interested candidates should email a resume and cover letter to Jaimie Allen at jallen@ParkinsonVoiceProject.org.