

**POSITION: Summer Intern
Fall River Retirement Board**

Reports to: Retirement Board Executive Director

RESPONSIBILITIES:

- Maintain confidentiality in all aspects of record maintenance and review.
- Answer incoming calls and transfer to appropriate staff, assists retirees with general forms, assist with incoming/outgoing mail.
- Maintain records including, but not limited to, filing and archiving retirement system documents and records.
- Perform other duties as assigned related to the administration and/or operational function of a MA Contributory Retirement System.

JOB REQUIREMENTS AND QUALIFICATIONS:

- Current High School or College Student
- Strong organizational skills with keen attention to detail.
- Working knowledge of Microsoft Office Suite.
- Ability to perform administrative duties, typing, filing, bending over to low files, reaching high files, lifting up to 30 pounds.
- Ability to express and exchange ideas by means of written and spoken word.

WORK SCHEDULE: 8:30 am to 4:00 pm Wednesday through Friday as needed. Approximately 15 hours per week. No Remote option available.

This position will be from July 15, 2026 through August 14, 2026. This position is compensated at \$15 per hour. There are no benefits with this position as it is temporary part-time. This is a non-covered social security position.

To apply:

Please mail a letter of interest prior to June 12, 2026 to:

Michael Pasternak
Fall River Retirement Board
21 Father DeValles Blvd., GR1 Box 14
Fall River, MA 02723