



Post Office Box 309, Boonville, NC 27011  
 533 N Carolina Avenue Highway 601 N  
 Telephone (336) 367-7251 – Fax (336) 367-3637  
 Serving: Davie, Stokes, Surry, and Yadkin Counties

<b>To:</b>	<ul style="list-style-type: none"> <li>Interested Persons</li> <li>N. C. Dept. of Commerce – Workforce (ESC)</li> <li>Local YVEDDI Service Centers</li> <li>Surry Community College (Erica Smith) <a href="mailto:smithe@surry.edu">smithe@surry.edu</a></li> </ul>
<b>From:</b>	Kathy Payne, Executive Director
<b>Date:</b>	June 10, 2014
<b>Re:</b>	JOB VACANCY
<b>Position Title:</b>	CSBG Administrative Assistant
<b>Location Address:</b>	533 N. Carolina Avenue, Highway 601 N, Boonville, NC 27011
<b>Work Schedule:</b>	Monday – Friday Generally 8:00 a.m. – 4:30 p.m.
<b>Wage Range:</b>	\$13.58 - \$15.00 hourly
<b>Starting Date:</b>	June 23, 2014
<b>Job Objective:</b>	<ul style="list-style-type: none"> <li>To provide support and technical assistance to the CSBG Director and case managers in a variety of tasks helping people/families in our community network become self-sufficient - monitoring and reporting utilizing a computer system that records statistical data.</li> <li>Successful candidates must be outcome-oriented, with the ability to work in a fast paced environment with strong attention to detail using excellent written and oral communication skills, and excellent time management skills.</li> <li>Computer and media savvy - proficient in MS Word and Excel.</li> </ul>
<b>Education Requirements:</b>	Associates degree in Accounting/Business Administration preferred or two years' experience as an Administrative Assistant with strong background in budgeting and business skills.
<b>Close Out Date</b>	July 7, 2014
<b>Contact:</b>	Employment Application available for download at <a href="http://www.yveddi.com/careers">www.yveddi.com/careers</a> and for any questions please contact

	Regina Chappell, CSBG Director at <a href="mailto:rchappell@yveddi.com">rchappell@yveddi.com</a>
--	--

**EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER**