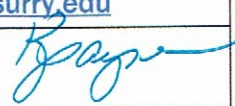




**YVEDDI**  
 YADKIN VALLEY ECONOMIC  
 DEVELOPMENT DISTRICT, INC.

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> </ul> Surry Community College (Erica Smith) <a href="mailto:smithe@surry.edu">smithe@surry.edu</a>
<b>From:</b>	Kathy Payne, Executive Director Regina Chappell, CSBG Director 
<b>Date:</b>	August 25, 2015
<b>Re:</b>	<b>JOB VACANCY</b>
<b>Position Title:</b>	<b>CSBG (Self-Sufficiency) Temporary Part-time Success Coach Assistant</b>
<b>Location Address:</b>	533 N. Carolina Avenue, Highway 601 N, Boonville, NC 27011
<b>Work Schedule:</b>	Monday – Friday 20 hours a week with flexible hours
<b>Wage Range:</b>	\$12.50 an hour
<b>Starting Date:</b>	September, 2015
<b>Job Objective:</b>	<ul style="list-style-type: none"> <li>To provide support to the CSBG Success Coach 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>Experience in Health/Human Services Preferred. Computer and media savvy.</li> </ul>
<b>Education Requirements:</b>	One to two years' experience working in an office environment – case management skills a plus.
<b>Close Out Date</b>	September 9, 2015
<b>Contact:</b>	Employment Application available for download at <a href="http://www.yveddi.com/careers">www.yveddi.com/careers</a> Please contact Dawn Cheek, CSBG Administrative Assistant at <a href="mailto:dcheek@yveddi.com">dcheek@yveddi.com</a>

EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER