



Post Office Box 309, Boonville, NC 27011  
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<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</li> </ul>
<b>From:</b>	Kathy Payne, Executive Director Rhonda Wrenn, Head Start Director 
<b>Date:</b>	10-31-16
<b>Re:</b>	<b>JOB VACANCY</b>
<b>Position Title:</b>	<b>Administrative Assistant</b>
<b>Location Address:</b>	116 Baptist Church Road Boonville, NC 27011
<b>Work Schedule:</b>	Generally M-F , 8:00-4:30 PM
<b>Wage Range:</b>	Competitive - DOE
<b>Starting Date:</b>	January 2017
<b>Job Objective:</b>	Provide clerical assistance to the Head Start Director, coordinate NCPK documents, maintain budget spreadsheets and documents and monitor and code program expenses.
<b>Education Requirements:</b>	<b>Minimum requirement-</b> AAS Business Administration or related field. Must have access to personal vehicle for job use. Must meet state and federal employment standards. (Regulations).
<b>Close Out Date</b>	Until filled
<b>Contact:</b>	Qualified applicants should contact Rhonda Wrenn, Director 336-367-4993 ext. 225 rwrenn@yvheadstart.com Employment Application available for download at <a href="http://www.yveddi.com">www.yveddi.com</a>

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