



Post Office Box 309, Boonville, NC 27011
 533 N Carolina Avenue Highway 601 N
 Telephone (336) 367-7251 – Fax (336) 367-3637
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To:	<ul style="list-style-type: none"> Interested Persons N. C. Dept. of Commerce – Workforce (ESC) Local YVEDDI Service Centers Surry Community College (Erica Smith) smithe@surry.edu
From:	Kathy Payne, Executive Regina Chappell, CSBG Director <i>K Payne 3/23</i>
Date:	March 24, 2015
Re:	JOB VACANCY
Position Title:	CSBG Administrative Assistant
Location Address:	533 N. Carolina Avenue, Highway 601 N, Boonville, NC 27011
Work Schedule:	Monday – Friday Generally 8:00 a.m. – 4:30 p.m. FLSA Exempt Position
Wage Range:	\$11.71 – 13.25 hourly
Starting Date:	May 4, 2015
Job Objective:	<ul style="list-style-type: none"> 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. 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. Computer and media savvy - proficient in MS Excel and Word.
Education Requirements:	Associates degree in Accounting/Business Administration preferred or two years' experience as an Administrative Assistant with strong background in budgeting and business skills.
Close Out Date	April 13,2015
Contact:	Employment Application available for download at www.yveddi.com

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