



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  Teresa Dover, HR Manager
<b>Date:</b>	December 22, 2015
<b>Re:</b>	<b>JOB VACANCY</b>
<b>Position Title:</b>	<b>CSBG Part-time Office 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>	\$12.00 - \$12.81 an hour DOE
<b>Starting Date:</b>	December 22, 2015
<b>Job Objective:</b>	<ul style="list-style-type: none"> <li>To provide support and technical assistance to the CSBG Director and Administrative Assistant 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>Proficient in MS Word and Excel</li> </ul>
<b>Education Requirements:</b>	Associates degree preferred. 1 – 2 years' experience working in a n office environment with strong background in business skills and reporting.
<b>Close Out Date</b>	January 5, 2015
<b>Contact:</b>	Employment Application available for download at <a href="http://www.yveddi.com/careers">www.yveddi.com/careers</a> and for any question please contact Teresa Dover, HR Manager <a href="mailto:tdover@yveddi.com">tdover@yveddi.com</a> or Regina Chappell, CSBG Director <a href="mailto:rchappell@yveddi.com">rchappell@yveddi.com</a>

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