



Post Office Box 309, Boonville, NC 27011
 533 N Carolina Avenue Highway 601 N
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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 Director					
Date:	February 25, 2015					
Re:	JOB VACANCY					
Position Title:	Weatherization Office Assistant					
Location Address:	3800 River Road Boonville, NC 27011					
Work Schedule:	Monday – Thursday 28 hours per week Part-Time					
Wage Range:	\$8.70 - \$9.60 per hour DOE					
Starting Date:	By March 23, 2015					
Job Objective:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1. Telephone reception.</td></tr> <tr><td>2. Taking and tracking weatherization applications</td></tr> <tr><td>3. Using computer for data entry, reports, etc.</td></tr> <tr><td>4. Maintaining files using LM Captures and AR4CA software</td></tr> <tr><td>5. Other duties as assigned</td></tr> </table>	1. Telephone reception.	2. Taking and tracking weatherization applications	3. Using computer for data entry, reports, etc.	4. Maintaining files using LM Captures and AR4CA software	5. Other duties as assigned
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2. Taking and tracking weatherization applications						
3. Using computer for data entry, reports, etc.						
4. Maintaining files using LM Captures and AR4CA software						
5. Other duties as assigned						
Education Requirements:	High School Diploma or equivalent College Preferred					
Close Out Date	March 13, 2015					
Contact:	Tommy Eads teads@yveddi.com Employment Application available for download at www.yveddi.com					

EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER