




Post Office Box 309, Boonville, NC 27011
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 Serving: Davie, Stokes, Surry, and Yadkin Counties

YVEDDI provides equal employment opportunities for everyone. No person shall be discriminated against because of race, religion, color, sex, age, national origin, disability, political affiliation or veteran status.

To:	<ul style="list-style-type: none"> • Interested Persons • N. C. Dept. of Commerce – Workforce (ESC) • Local YVEDDI Service Centers • Surry Community College
From:	Kathy Payne, Executive Director Tommy Eads, Weatherization Program Director 
Date:	10-29-18
Re:	JOB VACANCY
Position Title:	Weatherization Office Assistant
Job Location:	3800 River Road Boonville, NC 27011
Work Schedule:	Generally, Monday–Thursday 8 – 4:30 (32 hours)
Wage Range:	\$10 - \$12 per hour
Starting Date:	When filled
Job Objective:	To provide clerical program support and act as point of contact for potential clients. Emphasis of the work is to answer the telephone and general questions about the program, take applications and enter data in to the computers.
Education Requirements:	Some college and office experience preferred
Close Out Date	Until Filled
Contact:	Qualified applicants should contact Janet Phillips at 336-367-3533 or via Email: jphillips@yveddi.com Employment Application available for download at www.yveddi.com

Employment with YVEDDI is “at will”. You or YVEDDI may end your employment with us at any time for any reason within applicable state and federal laws.