YVEDDI
YADKIN VALLEY ECONOMIC
DEVELOPMENT DISTRICT, INC.

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

To:	• Interested Persons • N.C. Works (ESC) • Local YVEDDI Service Centers • Surry Community College
From:	Kathy Payne, Executive Director Regina Chappell, CSBG Director
Date:	April 10, 2019
Re:	**Part-Time Position Vacancy**
Position Title:	**CSBG Success Coach - Stokes County**
Job Location Address:	Jefferson Church Road, King
Work Schedule:	Monday – Friday 24-29 hours a week with flexible hours
Wage Range:	$12.00 – $14.40 DOE
Starting Date:	Immediately
Job Objective:	• Duties include filing, maintaining computer files, processing check requests, preparing reports, schedule meetings/appointments, attend interagency meetings, community outreach by calling on our partners to encourage referrals, recruiting clients who are a fit for our program within the Federal Poverty Guidelines • 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.
Education Requirements:	Associates Degree in Social Sciences or other related degree. One to two years' experience working in an environment using case management or medical records skills with strong people skills. Bi-lingual preferred.
Close Out Date	Until filled
Contact:	Employment Application available for download at www.yveddi.com Applications and Resumes may be emailed to Regina Chappell, CSBG Director at rchappell@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.