



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. Works (ESC) • Local YVEDDI Service Centers • Surry Community College
From:	Kathy Payne, Executive Director Rhonda Wrenn, Head Start Director 
Date:	5-6-19
Re:	JOB VACANCY
Position Title:	Administrative Assistant
Location Address:	116 Baptist Church Road Boonville, NC 27011
Work Schedule:	Generally M-F, 8:00-4:30 PM
Wage Range:	\$14.63 - \$17.55 DOE
Starting Date:	June 2019
Job Objective:	Provide clerical assistance to the Head Start Director, coordinate NCPK documents, maintain budget spreadsheets and documents and monitor and code program expenses.
Education Requirements:	Minimum requirement- AAS Business Administration or related field. Must have access to personal vehicle for job use. Must meet state and federal employment standards. (Regulations).
Close Out Date	Until filled
Contact:	Qualified applicants should contact Rhonda Wrenn, Director 336-367-4993 ext. 225 or rwrenn@yvheadstart.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.