



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

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 ○ Indeed.com
From:	Tommy Eads, Weatherization Director Kathy Payne, Executive Director <div style="text-align: right; margin-top: 10px;"> </div>
Date:	November 18, 2020
Re:	JOB VACANCY
Position Title:	Weatherization Program Assistant
Job Location:	3800 River Road, Boonville NC 27017
Work Schedule:	Generally, M-F 8 – 4:30
Wage Range:	\$10.87 to \$13.04
Starting Date:	Immediately
Job Objective:	The Program Assistant provides clerical and reporting support to the program director and completes applications for program participation in the Boonville and Salisbury Offices. Emphasis of the position is to act as point of contact for potential clients, take applications and provide energy education and materials to clients.
Education Requirements:	Must have High School Diploma. Some college and office experience preferred. Must have the ability to use computers, analyze and develop data for records and reports. Must be able to schedule and organize time and complete the examples of work listed above. Must have a valid driver's license and pass background checks.
Close Out Date	Until Filled
Contact:	Qualified applicants should contact Janet Phillips at 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. Drug Testing and Criminal Background Checks Required