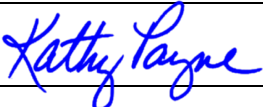




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YVEDDI provides equal employment opportunities for everyone. No person shall be discriminated against because of race, religion, color, sex, age, national origin, disability, political affiliation or veteran status.

To:	<ul style="list-style-type: none"> ▪ Interested Persons ▪ N. C. Dept. of Commerce – Workforce (ESC) ▪ Local YVEDDI Service Centers ▪ Indeed.com; LinkedIn
From:	Kathy Payne, Executive Director 
Date:	August 11, 2021
Re:	JOB VACANCY
Position Title:	Domestic Violence/Sexual Assault Program Assistant
Job Location:	124 West Kapp Street, Dobson, NC
Work Schedule:	Part-Time, 30 hours per week with benefits
Wage Range:	\$12.00 – \$14.40 DOE
Benefits:	Health and Life Insurance, 12 paid holidays, Vacation and Sick Leave (paid time off), Retirement Plan. Optional accident, vision, dental, and LegalShield
Starting Date:	Immediately
Job Objective:	The major focus of this position will be to assist the program director with budget development, expense monitoring, completion of financial reports and other related duties.
Education Requirements:	Associate or BA in Business Administration/Accounting or 2 years' experience is desired. Proficiency in Excel is a must..
Close Out Date	Until filled
Contact:	Qualified applicants should submit an application to Janet Phillips 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