




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

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<b>To:</b>	<ul style="list-style-type: none"> <li>▪ Interested Persons</li> <li>▪ N. C. Dept. of Commerce – Workforce (ESC)</li> <li>▪ Local YVEDDI Service Centers</li> <li>▪ Indeed.com; LinkedIn, Twitter, Facebook</li> </ul>
<b>From:</b>	Kathy Payne, Executive Director David Smith, Domestic Violence/Sexual Assault Director 
<b>Date:</b>	February 28, 2022
<b>Re:</b>	<b>JOB VACANCY</b>
<b>Position Title:</b>	<b>Domestic Violence/Sexual Assault Program Assistant</b>
<b>Job Location:</b>	124 West Kapp Street, Dobson, NC
<b>Work Schedule:</b>	Part-Time, 30 hours per week with benefits
<b>Wage Range:</b>	\$13.25 – \$15.91 DOE
<b>Benefits:</b>	Health and Life Insurance, 12 paid holidays, Vacation and Sick Leave (paid time off), Retirement Plan. Optional accident, vision, dental, and LegalShield
<b>Starting Date:</b>	Immediately
<b>Job Objective:</b>	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.
<b>Education Requirements:</b>	Associate or BA in Business Administration/Accounting or 2 years' experience is desired. Proficiency in Excel is a must.
<b>Close Out Date</b>	Until filled
<b>Contact:</b>	Qualified applicants should submit an application to Janet Phillips <a href="mailto:jphillips@yveddi.com">jphillips@yveddi.com</a>  Employment Application available for download at <a href="http://www.yveddi.com">www.yveddi.com</a>

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