



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, Facebook, LinkedIn, Twitter
From:	Lisa Money, Senior Services Director Kathy Payne, Executive Director <i>Kathy Payne</i>
Date:	July 21, 2025
Re:	JOB VACANCY
Position Title:	Senior Services Administrative Assistant – Part-Time
Job Location:	Base: 533 N Carolina Ave, Hwy 601N, Boonville, NC and Service Centers as needed
Work Schedule:	Flexible – 25-29 hours per week
Wage Range:	\$16.15 - \$19.38 per hour
Benefits:	13 paid holidays, Vacation and Sick Leave (paid time off), Retirement Plan
Starting Date:	To Be Determined
Job Objective:	This position supports all aspects of the program, with the primary focus being administrative support, budgets, and covering staff absences in nutrition sites.
Education Requirements:	Associate's or BA in Business Administration/Accounting or 2 years' experience is preferred. Must be proficient in Excel.
Close Out Date	Until Filled
Contact:	Lisa Money 336-367-3522 or lmoney@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.