



COMMUNITY ACTION OF SOUTHERN KENTUCKY, INC.

POSITION	LOCATION	PROGRAM
Education and Training Specialist	Allen County	Community Services/ARRA

Closes: Open Until Filled Full-time position based in Allen County to increase and improve education and computer skills of Agency participants. This position shall be responsible for providing instruction on computer and technology skills, and basic education, as well as program planning, record keeping, and recruiting program participants. Some evening hours and flexibility in schedule required.

Qualifications: Minimum qualifications for this position are an Associate's Degree in Education, or related field; previous experience working with special needs individuals; knowledge of community resources; demonstrated strong interpersonal, oral, and written communication skills; proficient computer skills, including the use of Word, Excel, and email; or an equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Salary: Minimum salary for this position will be \$11.50 per hour, with an excellent benefit package.

Application Process: For immediate consideration you will need to submit a resume, with a cover letter indicating salary history to the address and/or e-mail below; or you may apply in person at the following Community Action locations:

921 Beauty Avenue, PO Box 90014, Bowling Green, KY 42102
225 North Sixth Street, Scottsville, KY 42164

E-mail: aroution@casoky.org
www.casoky.org

Note: Internal candidates will need to complete an internal application and return to Central Office.

EOE

M/F/D/V

Posted: 12/30/09