



COMMUNITY ACTION OF SOUTHERN KENTUCKY, INC.

POSITION	LOCATION	PROGRAM
Job Development and Training Program Receptionist	Allen County	CSBG ARRA

Closes: Open Until Filled Full-time on-the-job training position available in Allen County. Duties shall include answering a busy multi-line telephone system, greeting the public, and providing office support to a variety of programs. Knowledge of Microsoft Office Programs a plus. Position is grant funded through September 30, 2010.

Qualifications: Minimum qualifications for this position are a high school diploma or GED, and household income must be 200% or below federal poverty guidelines. Ideal candidates will possess computation skills and basic computer skills.

Salary: Minimum salary will be \$9.00 per hour, and includes a 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 6th Street, PO Box 2, Scottsville, KY 42164

E-mail: aroy@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: 06/07/2010