



**COMMUNITY ACTION OF SOUTHERN KENTUCKY INC.**

<b>POSITION</b>	<b>LOCATION</b>	<b>PROGRAM</b>
<b>Administrative Assistant</b>	<b>Central Office</b>	<b>Administration</b>

**Closes: March 29, 2010**

Full-time position providing administrative support to the Associate Director. Position responsibilities include preparation of correspondence, reports, receiving phone calls and visitors, maintaining schedules, meeting preparations, and other duties as assigned. The Administrative Assistant will have frequent contact with Agency Staff, and will handle confidential sensitive information concerning employee records, business plans, strategies, etc.

**Qualifications:**

A high school diploma/GED is required, with one to three years of secretarial and light administrative experience desirable. Knowledge of Microsoft Office programs, Internet, and email applications required. The qualified candidate will be a self-starter, demonstrate the ability to perform all duties utilizing sound judgement, personal initiative and confidentiality. Candidate must have excellent interpersonal skills with the ability to interface with all levels of personnel in a courteous and professional manner.

**Salary:**

Salary for this position will be based on education and experience, 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  
P.O. Box 90014  
Bowling Green, KY 42102

200 East Fourth Street  
Bowling Green, KY 42101

171 Center Street  
Bowling Green, KY 42101

E-mail: [aroution@casoky.org](mailto:aroution@casoky.org)  
[www.casoky.org](http://www.casoky.org)

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

**EOE**

**M/F/D/V**

**Posted: 03/15/10**