



COMMUNITY ACTION OF SOUTHERN KENTUCKY INC.

POSITION	LOCATION	PROGRAM
Administrative Officer	Central Office	Administration

Closes: Open Until Filled

Full-time position providing advanced administrative support to the office of the CEO/Executive Director. Position responsibilities include preparation of correspondence, reports, minutes of meetings, receiving phone calls and visitors, meeting preparations, and supervision of receptionist. The Administrative Officer will have frequent contact with Agency Staff, board members and federal, state and local government agency staff. The Administrative Officer will handle confidential sensitive information concerning employee records, business plans, strategies, etc.

Qualifications:

A Bachelor's Degree in Office Management or Business Administration is preferred; however, candidates with equivalent years of experience will be considered. A minimum of three (3) years increasingly responsible experience in an administrative assistance role, preferably in a governmental agency is required. 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
www.casoky.org

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

EOE

M/F/D/V

Posted: 02/05/10