



COMMUNITY ACTION OF SOUTHERN KENTUCKY INC.

POSITION	LOCATION	PROGRAM
Program Assistant	Central Office	Family Preservation

Closes

Open until filled: Full-time position with our Family Preservation Program at our Central Office in Warren County. The position responsibilities will include preparation of correspondence, reports and other general office duties.

Qualifications: Minimum qualification for this position is a high school diploma (or GED), post-secondary education preferred. Two years secretarial experience required. A valid Kentucky Driver's License and experience with Microsoft Office. 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: Minimum salary for this position will be \$8.50 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
P.O. Box 90014
Bowling Green, KY 42102

200 E. Fourth St.
Bowling Green, KY 42101

171 Center Street
Bowling Green, KY 42101

E-mail: aroy@casoky.org

Funding Source: The Family Preservation Program is funded in its entirety through a grant from the Commonwealth of Kentucky, Cabinet for Health & Family Services, with state funds allocated by the Kentucky General Assembly.

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

EOE

M/F/D/V

Posted: 12-20-11