



COMMUNITY ACTION OF SOUTHERN KENTUCKY INC.

POSITION	LOCATION	PROGRAM
Program Assistant	Warren	Community Services

Closes

Open Until Filled:

Part-time position available in Warren County that provides administrative support to the Refugee Services Program.

Qualifications:

Minimum qualification for this position is a high school diploma or GED. A Bachelor's Degree, and bilingual skills preferred. Two years secretarial experience preferred, or a combination of education and experience will be considered.

Salary:

Minimum salary for this position will be \$8.00.

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 42102-9014

200 E. Fourth Street
Bowling Green, KY 42101

171 Center Street
Bowling Green, KY 42101

E-mail: aroy@casoky.org

Funding Source:

Department of Health and Human Services (HHS), Administration for Children and Families (ACF), Office of Refugee Resettlement (ORR).

**Note: Internal candidates will need to complete an internal application and return to Central Office.
EOE M/F/D/V Posted: 01/12/2012**