



**COMMUNITY ACTION OF SOUTHERN KENTUCKY INC.**

<b>POSITION</b>	<b>LOCATION</b>	<b>PROGRAM</b>
<b>Dispatcher/Office Associate</b>	<b>Central Office</b>	<b>Transportation</b>

**Closes: Open Until Filled**

Full-time position available with our Transportation Program at our Central Office in Warren County. The position responsibilities will include preparation of correspondence, reports, and other general office duties. An alternative work schedule may be required.

**Qualifications:**

Minimum qualification for this position is a high school diploma (or GED), valid Kentucky Driver's License and experience with Microsoft office programs. An Associate Degree in Office Management or closely related field is highly desirable. 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. This position requires a pre-employment drug screen.

**Salary:**

Minimum salary for this position will be \$9.00 per hour.

**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

171 Center Street  
Bowling Green, KY 42101

200 East 4<sup>th</sup> Street  
Bowling Green, KY 42101

E-mail: [aroy@casoky.org](mailto:aroy@casoky.org)

**Funding Source:**

Go BG transit is a federally funded program through an annual grant from the Federal Transit Administration, with additional funding from the State of Kentucky, City of Bowling Green, and Warren County, Kentucky.

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

**EOE**

**M/F/D/V**

**Posted: 02/13/2012**