

L.B.J.& C. Development Corporation

A Limited Purpose Agency Serving Clay, Cumberland, Dekalb, Fentress, Jackson, Macon, Overton, Pickett, Putnam, Smith, Warren, and White Counties

1150 Chocolate Drive • Cookeville, Tennessee 38501-2206
Head Start Telephone: (931) 528-3361 • Head Start FAX: (931) 528-2409 • www.lbjc.org
ACS Telephone/FAX: (931) 528-6488

Outside Job Advertisement

May 22, 2023

Don Alexander, Board of Directors Chairperson, is advertising to fill a position vacancy.

Position: Administrative Assistant (FGP/RSVP)

Location: AmeriCorp Seniors, Cookeville, TN

Fringe Benefits: Health, Dental, Vision, and Life Insurance, Retirement Program, Paid Holidays, Sick and Annual Leave.

Salary: \$13.53 per hour, 7 hours per day, 35 hours per week

Job Qualifications:

- ❖ Require proof of regular High School Diploma. Associate degree or some college preferred.
- ❖ Ability to work with a population over 55yrs of age and volunteers.
- ❖ Ability to be a team leader/player.
- ❖ Management, coordination, communication skills, and flexibility are required to work with staff, volunteers, public agencies, and the community.
- ❖ Analytical, mathematical, and organizational abilities are necessary to assist in management of program operations.
- ❖ Record-keeping experience, office equipment operation, and computer data, entry experience required.
- ❖ Knowledge of database programs needed which include, but not limited to, Word, Excel, financial software, and other record-keeping software programs.
- ❖ Experience working in an administrative position with volunteers, community & government agencies preferred.
- ❖ Must be 18 years of age and maintain a valid driver's license.
- ❖ Must furnish own transportation to travel service area.
- ❖ Must be able to lift 40 pounds.
- ❖ Must be able to pass a Pre-Employment Physical Examination, Drug Screening, and Background Check.
- ❖ Resume required.

All applications must be on the Corporation's current employment form. The applicant must also submit three references.

For information, contact Gale Stone at (931) 528-3361, ext. 228. Application forms are available at the L.B.J.& C. Central Office, FGP/RSP office, Indeed.com or www.lbjc.org.

DA/gs

AN EQUAL OPPORTUNITY AGENCY

L.B.J.& C. Development Corporation is an Equal Opportunity Agency. The agency does not discriminate on any non-merit reasons such as race, color, religion, sex, national origin, age, marital status, political affiliation, sexual preference, or qualified individuals with mental and physical handicaps. The 504/ADA/Title VI Contact Person: Angela West (931) 528-3361