

JOB POSTING

LIHEAP Clerical Assistant (PT)

Northwest Tennessee Economic Development Council is now accepting applications for the part-time position of **LIHEAP Clerical Assistant**. This position will be based out of the Dresden Central Office located at 231 South Wilson Street, Dresden, TN. *Continuation of this position is contingent on funding within the LIHEAP Program.

**Essential Job Duties:* Responsibilities include interception/transfer of calls related to the LIHEAP Program. Typing/xeroxing correspondence and other materials as assigned. Perform routine office procedures to include filing. Responsible for completion and maintenance of all required documentation in client folders in assigned counties. Receive/sort incoming mail related to LIHEAP Program. Assist in the preparation and generating of outgoing correspondence.

**Qualifications:* High School diploma or GED required. Computer/Data entry skills, required. Candidate must be able to communicate effectively with low-income citizens. Candidate must possess a valid Tennessee Driver license and liability insurance coverage.

**Salary: \$9.00 per hour Part -Time/Some PT Benefits
12 months/58 hours bi-weekly * (contingent on funding)**

*Applications may be downloaded from the Careers page of the website
www.nwcommunityaction.org or may be picked up locally at
Dresden Central Office, 231 South Wilson Street, Dresden, TN 38225
Or, you may call (731)364-4825 to have an application mailed, faxed, or
emailed to you for your convenience.*

*** Applications must be submitted to:
Northwest TN EDC Central Office, 231 South Wilson St., Dresden, TN 38225
Attn: Human Resource Department
Reference: LIHEAP Clerical Assistant*

*For your convenience, you can email to: applications12579@nwtncap.org.
Applications must be signed. Faxed applications are not accepted.*

****Applications for this specific position will be accepted until
Friday, July 17, 2020 at 2:30 p.m.**

*We Are an Equal Opportunity Employer!
"Helping People! Changing Lives!"*