

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
Monday, September 7, 2020 at 2:30 p.m.**

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