

## **ADMINISTRATIVE ASSISTANT**

### **HOUSING DEVELOPMENT PROGRAM**

NECAC, a 12 county area not-for-profit social service, community health, public housing and community action agency seeks a full-time Administrative Assistant for the Housing Development program at the Central Office in Bowling Green, MO. Regular work hours will be Monday – Friday; 8 a.m. – 5 p.m. The position will work under the direction of the Deputy Director for Housing Development and involve contact with the public, visitors and clients, work on special projects; attend meetings; follow through on requested information, have the ability to develop grant proposals from conception to putting applications together to final submission, and put together seminars and forums to include agendas, mailings and registration.

Candidates must possess a high school diploma or GED, along with excellent people skills, three years or more hands-on computer experience and a working knowledge of Excel and Word software programs. Excellent spelling and grammar are required. This full-time position has a starting wage of \$10.00 an hour, and an excellent benefit package that includes agency paid health insurance with dental and vision, agency provided 401(k) retirement plan, 14 paid holidays and accumulative vacation days and sick days. A valid driver license and a reliable and insured vehicle are required.

To apply, MAIL cover letter and resume to NECAC Personnel Officer, P.O. Box 470, Bowling Green, MO, 63334, or EMAIL to [dpage@necac.org](mailto:dpage@necac.org), or FAX to 573-324-3960. You may also pick up an application at any of our Service Centers or online. Please ensure an email address is listed on your application/resume. For further information, call 1-800-748-7636 or visit our website, [www.necac.org](http://www.necac.org). EOE/M/F/D/V