

EMERGENCY SERVICES COORDINATOR

PIKE COUNTY SERVICE CENTER

NECAC, a 12 county area not-for-profit social service, community health, public housing and community action agency seeks a full-time Emergency Services Coordinator for the Emergency Assistance Programs at the Pike County Service Center 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 CSBG Director and involve contact with the public, visitors and clients. Duties involve a culmination of administrative, bookkeeping, and accounting tasks requiring independent work decisions within established policies. Duties will include administering over a number of energy and emergency crisis programs, ensuring all program records are within funding source guidelines and maintained with proper verification documents/signatures, and ensuring accuracy of check request and check runs.

Candidates must possess a high school diploma or GED, along with excellent people skills, hands-on computer experience and a working knowledge of Excel and Word software programs. Three years or more administrative experience is also required. This full-time position has a starting wage of \$11.00 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, or FAX to 573-324-3960. Because most correspondence is done by email, a valid email address must be on your application or resume. You may also obtain an application at any NECAC Service Center. For further information, call 1-800-748-7636 or visit our website, www.necac.org. EOE/M/F/D/V