

NECAC COUNTY SERVICE COORDINATOR
ST. CHARLES COUNTY
(social services)

NECAC, a 12-county area not-for-profit social service, community health, and public housing agency, has an opening for a full-time County Service Coordinator to serve St. Charles County, working from NECAC St. Charles County Service Center located in O'Fallon, MO. Regular work hours will be Monday – Friday; 8 a.m. – 5 p.m. A St. Charles County resident is **REQUIRED**. A degree and/or experience in a social services field is highly preferred. Will work directly with low-income, elderly and disabled clients to deliver and coordinate agency self-sufficiency programs. Must possess solid organizational skills and have strong MS Office skills. Must be able to complete paperwork accurately and meet deadlines. Will build relationships with community partners to provide and support various projects and programs. Previous management and community relations experience desirable. Starting wage is \$14.00-\$16.00 per hour with employee benefit package that includes an excellent 100% agency premium-paid health insurance plan with dental & vision coverage; exceptional non-match required 401(k) retirement plan with a progressive agency contribution of 3-6%; 14 paid holidays; accumulative paid vacation leave which may progress to 23 days per year; and 10 days paid sick leave per year. To apply, do **ONE** of the following: **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. Ensure your mailing address and email address are included. EOE/M/F/D/V