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NOTICE OF VACANT POSITION

April 20, 2018

Southeastern Community & Family Services, Inc. is accepting applications **internally** for the Head Start position listed below:

Part Time Data Input Assistant/Secretary (Lumberton Office)

Description of Duties:

In conjunction with the Information Systems Coordinator, responsible for the efficient input and monitoring of data relating to family and child tracking systems and transportation systems. Aids the Head Start Director (Lumberton Office) in preparation of reports, correspondence and assigned projects.

Qualifications:

Ability to comprehend, process, interpret and carry out instructions spoken in the English language and written in a variety of documents and references relevant to the job. Ability to compose appropriate, intelligible, clear and understandable documents or reports. Sufficient verbal skills, speech and hearing as required for effective interpersonal communication with staff. Ability to drive or provide transportation for required travel. Ability to type and perform computer entry operations with dexterity. Must be able to organize work and accept supervision. Requires a person with tact and self-discipline, patience and persistence. High School Diploma required.

Instructions: Send Agency application, cover letter and resume by **May 4, 2018** to:

Post Office Box 1025
Lumberton, NC 28358
Email: monrota@scfsnc.org

Applications may be obtained by visiting the Agency's website: www.SCFSNC.org/CAREERS

Equal Opportunity Employer