



Program Administrative Assistant

KVCAP's Energy & Housing Program has a full-time opening in the Waterville office for a Program Administrative Assistant. This person provides clerical support within the Energy, Housing and Community Initiatives programs. This includes word processing, work in database programs, filing, copying, ordering office supplies and assisting with the orientation of new staff.

Requirements: Three to four years office and customer service experience. Strong typing and computer skills including Word, Excel, Publisher, and Access and ability to create and maintain data base documents; ability to multi-task in a fast paced environment and work accurately with attention to detail; knowledge of KVCAP and community resources helpful; strong interpersonal, organizational, telephone, and written communication skills; excellent customer service skills and the ability to communicate pleasantly with a wide variety of people and work as part of a team. Possess a valid driver's license and have use of a vehicle insured to State of Maine requirements to travel within Kennebec and Somerset counties. Ability to pass State Bureau of Investigation, Department of Health and Human Services, Department of Motor Vehicle, Fraud and National Sex Offender Registry background checks.

Benefits include 12 paid holidays, bi-weekly accrual of Paid Time Off, employer sponsored retirement plan, choices of health, life, dental/vision and disability insurance options. Applications accepted until a suitable candidate is found. Interested applicants please send cover letter and resume/application to:

Human Resources
Kennebec Valley Community Action Program
101 Water St.
Waterville, ME 04901

E-mail: lindas@kvcap.org

Equal Opportunity Employer