



Engaging communities. Empowering individuals.

Action Pathways, Inc.
Job Vacancy Announcement

Title	Type	Date Opened
WAP Program Support Aide I	Part Time /Non-Exempt	12/9/2017
Department/Location	Entry	Closing Date
Weatherization/ 321 Dick Street	\$10.73 per hr.	12/15/2017

Required Education & Experience

Associate’s Degree (AA) in Office Administration, Computers or related field with six months to one year related office experience and familiarity with a variety of office practices. An equivalent combination of education and experience may be considered.

Conditions of Employment

Background check with state and Federal law enforcement agency is required. Selected applicant must submit to a pre-employment substance abuse screening test and receive a negative result for the use of drugs and alcohol as specified in agency policies. Must submit and receive negative results for random testing of same. Applicant must have and maintain a valid driver’s license with an acceptable driving record. Must be able to pass a post offer physical examination.

Action Pathways, Inc. is an “at-will” employer. Either the employee or Action Pathways, Inc. may terminate the employment arrangement at any time, with or without cause.

Management has the exclusive right to alter this job description at any time without notice. The job description or announcement is not an employment agreement or contract.

General Duties and Responsibilities

- Provides general business office assistance including high quality of customer service in all situations.
- Retrieves messages from agency voice mail and forwards to appropriate staff member. Answers incoming telephone calls, determines purpose of caller and forwards calls to appropriate staff or department. Answers question about the organization, its services, etc.
 - Write, types or enters information into computer to prepare correspondence or documents, copying information from one record to another as needed. Assists customers in preparing application forms. Prepares requisitions, maintenance or travel requests, type flyers, proposals and other materials.
 - Maintains data base of customers, partners, contractors, etc.
 - Welcomes on-site visitors, determines nature of business and announces visitors to appropriate personnel. Monitors visitor access. Issues and retrieves customer service office surveys during visits.

Knowledge

- Applicant must be able to:
- Operate computer using internet software, spreadsheet and word processing software and learn program specific software within 60 days of hire.
 - Type or keyboard at least 50 words per minute accurately.
 - Operate office machines.
 - Have a valid driver's license and own transportation for the position.
 - Communicate effectively. Ability to speak Spanish is preferred.

How to Apply

Applications may be obtained Action Pathways, Inc., 316 Green Street, Fayetteville, NC or download an employment application at <http://actionpathways.ngo/>. Applications and resumes must be received by 4:00 pm on the application closing date listed in the announcement. Please direct all applications to the attention of the Human Resource Department.

“An Equal Opportunity Employer”
Action Pathways, Inc. hires only United States citizens and lawfully authorized aliens
who are in compliance with the
Immigration Reform and Control Act.