



Job Opportunity

From the Placement Office of:
Northwest Iowa Community College
603 West Park Street, Sheldon, IA 51201
(712) 324-5061 or 800-352-4907

Program: Administrative Secretarial/Office Mngt

Company: Southwest Crisis Center
Worthington, MN

Contact: Jan Johnson Ojinnaka
Phone #: 507-372-4311

Job Title: PROGRAM ASSISTANT

Job Description: Temporary part-time position. This position will be grant funded from Sept 1-Dec 31, 2010.

Required for this position:

- Must be fluent in English and Spanish
- No less than a H.S. diploma, some college preferred
- Excellent people skills
- Ability to maintain confidentiality of victims' identity and agency services to victims and their families
- Work 80 hours/month (hours worked can vary depending on needs of victims)

Salary/Benefits: \$11/hour

Application Procedure: Send resume and application to: Jan Ojinnaka, PO Box 111, Worthington, MN 56187.
Contact Sheila at jobs@nwicc.edu for more information and an application.

Post in A, B

Date: 8/11/10