COMMUNITY ACTION OF SOUTHERN KENTUCKY INC.

**POSITION** | **LOCATION** | **PROGRAM**
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Human Resources Assistant | Central Office | Administration

**Closes:** Open Until Filled

Part-time (Average 20 hours per week) position available providing administrative support in the area of Human Resources. Responsibilities include clerical duties related to personnel, workers' compensation, New Hire orientations, and Family and Medical Leave Act, as well as offering administrative support to staff.

**Qualifications:**

Minimum qualifications for this position are an Associate’s Degree in Business Management, Human Resources or related field. Three years of related experience in Human Resources administration activities may substitute for preferred education. Must have a valid Driver’s License and experience with Microsoft Office programs. Any combination of education and experience that will provide the knowledge and abilities for the position is highly preferred. Demonstrate the ability to perform all duties utilizing sound judgement, personal initiative and confidentiality. Candidate must have excellent interpersonal skills with the ability to interface with all levels or personnel and public in a courteous and professional manner.

**Salary:**

Salary for this position will be based upon experience and education. Benefits are available for this position.

**Application Process:**

For immediate consideration, you will need to submit a resume, with a cover letter indicating salary history to the address and/or e-mail below, or you may apply in person at the following Community Action locations:

921 Beauty Avenue
Bowling Green, KY 42101

E-mail: resume@casoky.org

www.casoky.org

**Funding Source:**

Funding for this position is provided by federal, state, local and private dollars.

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**Note:** Internal candidates will need to complete an internal application and return to Central Office.

EOE | M/F/D/V | Posted: 5/18/2020