



SHAWNEE DEVELOPMENT COUNCIL, INC.

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www.shawneedevelopment.org

EMPLOYMENT OPPORTUNITY

SHAWNEE DEVELOPMENT COUNCIL, INC.

Is now taking applications for the following position:

CUSTOMER OUTREACH COORDINATOR

\$27,755.00-\$32,760.00

Shawnee Development Council, Inc. is seeking an aggressive self-starter for the positions of Customer Outreach Coordinator. Candidates must possess a high school diploma or equivalent with basic computer skills: office experience preferred. Experience in scheduling, supervising and being knowledgeable of Massac, Johnson and surrounding area will be helpful. Applicant should have excellent organizational, problem solving and communication skills. Persons who work well with the public and manage multiple tasks at the same time. Candidate should show initiative, creativity, possess ability to work well under pressure, meet deadlines, make sound decisions rapidly, keep information confidential and become a team player with an aggressive social service provider. Some public speaking is required. Must have reliable transportation, as local and overnight travel may be required. All applications will be accepted until position is filled. Benefits include Dental/Vision and Life insurance. SDC has a matching retirement program, sick and vacation package.

All applications may be obtained from any SDC office, by e-mail or mail. Please contact Crystal West, HR for additional information regarding position. All applications need to be sent to the attention of Crystal West at the above address. Completed applications can be sent by mail at the above address, at any SDC office or by e-mail to crystal.w@shawneedevelopment.org.

Shawnee Development Council, Inc. is an Equal Opportunity provider and Employer.

Distribution Instructions: Run in Newspapers: Metropolis Planet, Vienna Times, Facebook and SDC website. In House: Administrative Office and all County office.

Affiliations



Authorized

Signature: Doreen Williams

Date: 10/15/25



Shawnee Development Council, Inc. is an equal opportunity provider and employer
Serving Alexander, Hardin, Johnson, Massac, Pope, Pulaski and Union Counties

