

SHAWNEE DEVELOPMENT COUNCIL, INC.

530 West Washington St. - P. O. Box 298 - Karnak, IL 62956-0298

Phone: (618) 634-2201 - Fax: (618) 634-9551

www.shawneedevelopment.org

EMPLOYMENT OPPORTUNITY

SHAWNEE DEVELOPMENT COUNCIL, INC.

Is now accepting applications for the following:

**WEATHERIZATION PROGRAM ASSISTANT/
DATA ENTRY**

\$25,935.00-\$34,580.00

Shawnee Development Council, Inc. is seeking applicants for a Data Entry Clerk. Candidates must possess a high school diploma or equivalent. Must be able to type with accuracy and have knowledge of standard office equipment. Must be proficient in Microsoft office software especially excel spreadsheets. Must have knowledge of general math and be able to meet deadlines. Must be able to communicate effectively with a wide range of personalities, including applicants and employers. Must be courteous and willing to work with seniors, handicapped and all low-income families. Have the ability to work with co-workers and follow administration policies regarding customer information. Assist Program Manager in general office procedures. Must be willing to support the mission and goals of Shawnee Development Council, Inc. Responsibilities include

Attend all meetings, workshops and trainings as required. Must be willing to travel as required and provide own transportation. Perform all duties as assigned for promotion of the Agency Mission.

Interested persons should complete and mail an application to: Shawnee Development Council, Inc., P. O. Box 298, Karnak, IL 62956 Attn: Personnel Department. Applications may be obtained from any SDC County Outreach office or by calling the Administrative Office at (618) 634-2201. All applications will be accepted until position is filled. Send applications to Shawnee Development Council, Inc. PO Box 298, Karnak IL 62956.

Shawnee Development Council, Inc. is an Equal Opportunity Employer.
Attn: Crystal West, HR

Affiliations


IACAA

ILLINOIS ASSOCIATION OF
COMMUNITY ACTION AGENCIES



Distribution Instructions:

Run: – In-House; Administrative Office; all county offices Authorized

Signature:  Date: 3/18/2024

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

