



E.O. Posting No. 0009

EMPLOYMENT OPPORTUNITY

Title: Program Assistant – Montgomery County
Program: Energy/Housing

Beginning Salary: Negotiable

Travel Required: No

Duties: Greets new applicants and clients; uses company software to register new applicants; generates client outreach; schedules appointments and assessments; answers telephone calls; sorts mail; receives and sends faxes; and other duties as assigned.

Education & Work Experience

Required: High School diploma or equivalency; excellent computer skills

Resumes/applications are being accepted until filled.

Submit resumes/applications to: Lauren Masullo at lmasullo@bvcaa.org

Please visit www.bvcaa.org for an employment application.

EOE

Date Posted: 01/11/12