



Engaging communities. Empowering individuals.

**Action Pathways, Inc.  
Job Vacancy Announcement**

Title	Type	Date Opened
CSBG Program Support Aide I	Part Time /Non-Exempt	05/19/2018
Department/Location	Entry	Closing Date
CSBG/ 321 Dick Street	\$11.36 per hr.	OPENED UNTIL FILLED

**Required Education & Experience**

High School Graduate or General Education Degree (GED) required. An Associate’s Degree in Business Administration preferred. No prior experience required. Six months to one year related experience working with a variety of individuals is preferred. An equivalent combination of education and experience may be considered.

**Conditions of Employment**

Background check with state and Federal law enforcement agency is required. Selected applicant must submit to a pre-employment substance abuse screening test and receive a negative result for the use of drugs and alcohol as specified in agency policies. Must submit and receive negative results for random testing of same. Applicant must have and maintain a valid driver’s license with an acceptable driving record. Must be able to pass a post offer physical examination.

Action Pathways, Inc. is an “at-will” employer. Either the employee or Action Pathways, Inc. may terminate the employment arrangement at any time, with or without cause.

Management has the exclusive right to alter this job description at any time without notice. The job description or announcement is not an employment agreement or contract.

**General Duties and Responsibilities**

- Answers phone, greet and direct visitors and customers to appropriate staff or work section. Answers questions concerning the organization or department
- Assists customers in properly completing applications. Processes applications according to current procedures. Ensures applicant meets eligibility guidelines for program assistance.
- Assists in organizing volunteers to provide direct services to customers. Maintains volunteer time logs, ensuring each volunteer is signed in and out daily.
- Maintains data on computer as directed. May prepare reports, correspondence, forms, requisitions, etc.
- Operates copying machine as needed.

**Knowledge**

Applicant must be able to:

- Have knowledge of Internet software; inventory and word processing software. Type or keyboard at least 40 words per minute accurately.
- Operate office machines.
- Ability to speak Spanish is preferred.

**How to Apply**

Applications may be obtained Action Pathways, Inc., 316 Green Street, Fayetteville, NC or download an employment application at <http://actionpathways.ngo/>. Applications and resumes must be received by 4:00 pm on the application closing date listed in the announcement. Please direct all applications to the attention of the Human Resource Department.

**“An Equal Opportunity Employer”  
Action Pathways, Inc. hires only United States citizens and lawfully authorized aliens  
who are in compliance with the  
Immigration Reform and Control Act.**