East Missouri Action Agency, Inc.
403 Parkway Drive, Post Office Box 308
Park Hills, Missouri 63601
A Community Action Agency.

REQUEST FOR / NOTICE OF JOB ANNOUNCEMENT

DATE OF REQUEST: 8.31.2023  DEPARTMENT: Community Services
POSITION TITLE: EA Tech  PROGRAM: Community Services

POSITION SUMMARY: To determine client eligibility for the Low Income Energy Assistance Program and other energy assistance programs, which involve the referral of clients to other agency or community resources.

ADVERTISE TO: X Public X Agency Both STATUS: Exempt X Non-Exempt
LOCATION: St. Francois County
GRADE LEVEL / STEP: Grade V AMOUNT: $14.34
CLASSIFICATION: X Full-time ___ Part-Time ___ Temporary ___ Emergency
DAYS AND HOURS: Monday - Thursday 7:30 - 5:00 - Friday's and/or Evenings As Needed
QUALIFICATIONS: High School Diploma or GED

Two years of employment in one or more of the following types of work is preferred:
1. Technical or professional work in the fields of social service, social welfare, education, community organization, or related areas, or in business, personnel or public administration involving responsible public contacts.
2. Responsible for clerical work involving frequent public contacts such as credit interviewer, complaint clerk, receptionist (other than routine routing of office traffic), or related work; responsible persuasive sales work (other than counter sales).
Clerical experience involving the technical aspects of application processing.

TARGET DATE FOR EMPLOYMENT: 9/18/2023
APPLICATION PERIOD DEADLINE: 9/8/2023
BENEFITS:

SUPERVISOR'S NAME: Nicolle Hahn

PERSON MAKING REQUEST: Morgan Skaggs

Program Director's Signature: Nicolle Hahn  Date: 8/31/23  Approved

Executive Director's Signature:  Date: 8/31/23  Approved

APPLY TO:
East Missouri Action Agency, Inc.
Human Resource Department
P.O. Box 308, 403 Parkway Drive
Park Hills, MO 63601
573-431-5191

Interviews will be held with leading candidates by appointment.

EMAA is an equal opportunity/affirmative action employer.