

C.E.F.S. Economic Opportunity Corporation

“Community Action Agency”



1805 S. Banker Street, P.O. Box 928
Effingham, Illinois 62401-0928
PHONE: (217) 342-2193 ~ FAX: (217) 342-4701
E-MAIL: cefs@cefseoc.org
WEBSITE: www.cefseoc.org

Kevin Bushur
Chief Executive Officer

JOB ADVERTISEMENT

EMPLOYMENT OPPORTUNITY

For Immediate Release
July 12, 2017

CONTACT INFORMATION

Kathy Walk, Energy Program Director
217-342-2193 ext. 127
kwalk@cefseoc.org

Are you looking for a challenging, fast paced, detail oriented job with no nights or weekends and summers off? We are looking for an Energy Program Verifier for the Low Income Home Energy Assistance Program (LIHEAP). The position is in the C.E.F.S. Administration Office in Effingham. Responsibilities include assisting with implementation of all aspects of the Low Income Home Energy Assistance Program. The job requires computer skills, strong organizational skills, ability to meet deadlines, and professional demeanor. Hours are Monday through Friday 8:30 a.m. to 4:30 p.m. Must meet pre-employment requirements. Associate Degree preferred, High School diploma or GED required. Applications are available online at www.cefseoc.org Applications must be sent to C.E.F.S. Economic Opportunity Corporation, P. O. Box 928, Effingham, IL 62401. Attention: Personnel Dept. Applications are due July 26, 2017 by 4:00 p.m. Equal Opportunity Employer.

EQUAL OPPORTUNITY EMPLOYER