

C.E.F.S. Economic Opportunity Corporation

"Community Action Agency"



1805 S. Banker Street, P.O. Box 928
Effingham, Illinois 62401-0928
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PAUL D. WHITE
Chief Executive Officer

JOB ADVERTISEMENT

EMPLOYMENT OPPORTUNITY

For Immediate Release
May 9, 2017

CONTACT INFORMATION

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C.E.F.S. has a full time program specialist position for Outreach available in Effingham central office. Hours are Monday through Friday 8:30 am to 4:30 pm. Responsible for payment vouchers, supply requests, data entry, and maintaining accurate and timely written and electronic information management. Must be able to use all Microsoft Office programs. Associates Degree in computer science, secretarial systems, management, or related field required. Applications must be sent to C.E.F.S. Economic Opportunity Corporation, P.O. Box 928, Effingham, IL, 62401. Attention: Personnel Department. Applications are due May 22 at 4:00 p.m. Applications are available at the C.E.F.S. Central office at 1805 South Banker in Effingham or agency website www.cefseoc.org. Pre-employment Requirements. Equal Opportunity Employer.

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EQUAL OPPORTUNITY EMPLOYER