

Position Announcement 6-15-09

KINGSLEY HOUSE
1600 Constance Street
New Orleans, LA 70130
Equal Opportunity Employer

Youth Services Department



Secretary (FT)
\$19,000 plus benefits

Duties:

Office manager and administrative support for the department
Assist w/ planning, data entry, & participant recruitment and registration

Required:

High School Diploma or GED and secretarial experience
Some college education preferred
Must be computer proficient, including database management, Microsoft Office Suite
Must be able to multi-task and work in a team-based environment
Experience working in a childcare/youth services setting preferred.

Please send cover letter and resume to:
Pushpa Ramaiah, Youth Services Program Manager
Kingsley House
1600 Constance St.
New Orleans, LA 70130
Fax # 504-523-4450
pramaiah@kingsleyhouse.org

Open until filled
Equal Opportunity Employer

Please: No personal contacts