

**DATE:** September 10, 2019

**TO:** Area Newspapers

**FROM:** Kraig Gratke  
ECFD Department Director

Robert Benes  
Executive Director



## **Department Administrative Assistant**

Provides administrative support to the Early Childhood and Family Development Department Director by implementing and overseeing administrative systems, procedures and policies, and assists with monitoring projects. Individual must possess high level of written and verbal communication skills, be flexible, highly organized, and sensitive to overall needs and issues low-income families face. Requires a High School Diploma or GED with additional training and/or experience; extensive word processing and spreadsheet software application knowledge preferred. Minimum 3 years' business experience required. Prefer supervisory and accounting background. Position performs a variety of administrative and clerical duties necessary to run the Department efficiently. Applicant must be able to operate a variety of office equipment. Valid driver's license required for business travel.

\*This is a full time 6:00 am – 2:30 pm position with competitive salary and a generous benefit package. Benefit package includes medical, dental, life insurance, retirement with 5% match after meeting enrollment requirements, vacation and sick leave, 12 paid holidays per year (including 1 floating holiday), and work mileage reimbursement at the current government rate. Lakes and Pines is able to provide education reimbursement opportunities for approved education plans and also offers many professional development opportunities.

For information, job description, and application contact Lakes and Pines C.A.C., Inc. at 1700 Maple Avenue East, Mora, MN 55051-1227; (320) 679-1800 x138 or [www.lakesandpines.org](http://www.lakesandpines.org). Reasonable accommodations made upon request. Minorities, women, people with disabilities and veterans are encouraged to apply. Lakes and Pines is an equal opportunity employer.

**All applicants are required to complete an agency application.**

**Application deadline is September 25, 2019 at 2:00 p.m.**