

MVAC has the following position available:



Head Start Program Assistant - MVAC Administrative Office

Position provides general administrative assistance and clerical support for the Head Start management team. Must be able to process paperwork completely, neatly and accurately. Administrative Assistant degree or related degree, minimum of 1 year office environment, accounting and billing experience is preferred. Requires experience working with Microsoft office software, excellent communication and organizational skills, attention to detail and the ability to work independently and manage multiple tasks at a time, ensuring adherence to program procedures. Bi-lingual beneficial. 40 hours/week. 11.42/hour. Health insurance is offered and benefits include paid holidays and vacation. Submit cover letter, resume & application to MVAC HR, 706 N. Victory Dr., Mankato, MN 56001 or apply online at www.mnvac.org MVAC is an EEO/AA Employer