



Tuesday, April 24, 2018

For More Information Contact:

Donna Stamschror, 507-732-8561

[dstamschror@threeriverscap.org](mailto:dstamschror@threeriverscap.org)

Three Rivers Community Action, Inc., is looking for an Administrative Assistant in our Faribault office. Bilingual preferred English/Spanish or English/Somali. Full time with benefits. We are looking for two years of general administrative support experience. Candidates must have strong communication, organizational, and computer skills. Must be personable, reliable, and accurate with information as well as attention to detail and follow-through. Send letter of interest, resume, and application to Donna Stamschror, Three Rivers Community Action, Inc., 1414 North Star Drive, Zumbrota, MN 55992 or email [jobs@threeriverscap.org](mailto:jobs@threeriverscap.org) by May 9, 2018. Position open until filled.

EOE/ADA

**Administrative Office**

1414 North Star Drive  
Zumbrota, MN 55992  
Phone: 507-732-7391  
[www.threeriverscap.org](http://www.threeriverscap.org)  
TTY: MN Relay Service:  
1-800-627-3529

**Faribault Office**

201 South Lyndale Avenue  
Faribault, MN 55021

**Plainview Office**

55049 241st Avenue  
Plainview, MN 55964

**Rochester Office**

300 11th Avenue NW  
#110  
Rochester, MN 55901

**Wabasha Office**

Suite 120  
611 Broadway Avenue  
Wabasha, MN 55981