

Middle Kentucky



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Beth A. Spencer
Executive Director

WIOA Intake Coordinator

Middle Kentucky Community Action Partnership, Inc. is hiring a full-time **Intake Coordinator** in the WIOA Program located in Breathitt County. The regular working hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday. Pay will be \$11.50 per hour. Excellent benefit package for full-time employees includes; competitive pay, Anthem Health, Dental and Vision Insurance; Life Insurance; Kentucky Retirement Plan; Kentucky Deferred Comp; paid vacation; paid sick leave and paid holidays.

RESPONSIBILITIES:

- Responsible for day to day office activities including: typing, filing, and phone coverage.
- Responsible for all office communications and administrative record keeping.
- Attend all necessary meetings, take minutes and distribute information to related staff.
- Collect necessary information and combine into packets for Policy Council and Board Meetings.
- Enter necessary data into computerized tracking system and produce and disseminate reports to managerial staff.
- Must be able to travel as required.
- All other duties as assigned.

QUALIFICATIONS:

- High school diploma or GED.
- AA degree or higher preferred.
- Experience in administrative support.
- Must have excellent typing skills and good math skills.
- Must be able to meet and interact with the public.
- Must pass a pre-employment drug screen, Child Abuse and Neglect Check and criminal record check.

Applications can be found on our website at www.mkcap.org or at any Middle Kentucky location throughout our service area. Deadline: Applications must be received no later than Friday, May 10th 2024 at 4:30 PM. Applications can be faxed to (606) 666-9780 - Attn: Human Resource Department, emailed to mkhroffice@mkcap.org, or can be dropped off at any Middle Kentucky location throughout our service area including the Central Office located at 171 Howell Heights Jackson, KY 41339.