

Smart Start of Yadkin County, Inc.
Job Opportunity

Administrative Assistant

Smart Start of Yadkin County has an opening for a part- time (20 hr. per week) Administrative Assistant who will be responsible for providing administrative support to the organization's staff, coordinating and assisting with outreach events and materials, and helping maintain the Resource Room and Lending Library. Must have good oral and written communication skills and must be proficient in Microsoft 365. A Two-year degree in office management or business administration is preferred. Must have a valid driver's license. To apply, submit a cover letter and a detailed resume to Carolyn Choplin, Smart Start of Yadkin County, 129 W. Main Street, PO Box 399, Yadkinville, NC 27055 or carolync@yadkinchild.org. For more information, call (336) 677-1124. Position open until filled.