

Program Assistant

Work Hours: Monday through Friday

Position Type: 12-Month/80 hr. – Biweekly/Full-time Position

Pay Rate: \$15.15 – \$15.87 hourly Based on Education

Essential Job Duties: Responsible for Greeting, responding to inquiries, often the first impression of our agency in the community. This person ensures the smooth workflow of supplies and classroom materials by coordinating the purchasing and receiving process. Assist as needed but not limited to typing correspondence, performing data entry, scanning, faxing, copying, assembling meeting materials and filing. Answer telephone, transfer calls and take messages.

Qualifications: The successful applicant should have a High School Diploma or GED, Certificate or diploma in general office or administrative assistant technology preferred. At least two years' experience in general office procedures. Should also possess good written, verbal, and computer skills. Current Tennessee driver's license and vehicle with liability insurance preferred, but not required. Must have reliable transportation to get to and from work on time, attend required meetings and other job requirements.

*A detailed job description will be provided during the interview process.

Deadline To Apply: Thursday, October 16, 2025

****How to Apply:**

- Online at our website www.nwcommunityaction.org – Careers Tab – Online Application
- Email completed application to Applications12579@nwtncap.org
- Mail to: Northwest Tennessee Economic Development Council, Head Start/Early Head Start Program
231 South Wilson Street, Dresden, TN 38225. Attn: Human Resource Department, Suite 212

Applications can be downloaded from the website, picked up at your local Head Start/Early Head Start Center, or you can call 731-364-4825 to have an application emailed to you for your convenience.

ALL REQUESTED DOCUMENTATION MUST BE SUBMITTED TO BE CONSIDERED FOR ANY POSITION.

FAXED APPLICATIONS WILL NOT BE ACCEPTED!!!

- Our program accepts employment applications on an on-going basis

“We Make a Difference”.