




Post Office Box 309, Boonville, NC 27011
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 Serving: Davie, Stokes, Surry, and Yadkin Counties

YVEDDI provides equal employment opportunities for everyone. No person shall be discriminated against because of race, religion, color, sex, age, national origin, disability, political affiliation or veteran status.

To:	<ul style="list-style-type: none"> • Interested Persons • N. C. Dept. of Commerce – Workforce (ESC) • Local YVEDDI Service Centers • Surry Community College
From:	Kathy Payne, Executive Director Linda Trivette, Domestic Violence Director 
Date:	1-22-2020
Re:	JOB VACANCY
Position Title:	Domestic Violence/Sexual Assault Director Assistant
Location Address:	117 S. Jackson Street, Yadkinville, NC
Work Schedule:	40 hours per week, some nights and weekends
Wage Range:	Competitive – DOE
Starting Date:	Immediately
Job Objective:	Assists the program director with maintaining computerized data information, program grants, budgets, and agency projects. Makes recommendations on spending, works with staff completing paperwork, processing purchase orders and invoices along with tracking of expenditures. Provide community outreach, safety, supportive services, and advocacy to victims of domestic violence and/or sexual assault.
Education Requirements:	Associates or BA in Business Administration/Accounting or 2 years' experience is desired. Must be proficient in Excel.
Close Out Date	Until filled
Contact:	Qualified applicants should contact HR Director, Janet Phillips at 336-367-3533 jphillips@yveddi.com Employment Application available for download at www.yveddi.com

Employment with YVEDDI is “at will”. You or YVEDDI may end your employment with us at any time for any reason within applicable state and federal laws.