

**AJFC COMMUNITY ACTION AGENCY, INC.  
POSITION OPEN  
SERVICE INTAKE WORKER**

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A High School Diploma or GED and at least one year work experience, preferably in an office environment or in customer service. This position works directly with clients in scheduling appointments, orientating clients and maintaining client files. Daily access to an automobile and proficient computer knowledge. Good oral and written communication.

**Duty Station: Copiah County Office**

**Candidates who are interested in this position MUST mail their cover letter, resume, three letters of reference, proof of Diploma or Degree and Transcript to:**

**Human Resource Department  
AJFC Community Action Agency, Inc.  
P. O. Box 3011  
Natchez, MS 39121  
Fax to: (601) 442-9572**

**Deadline for this position is Close of Business (COB), January 1, 2019.**

**“An Equal Opportunity Employer”**