

**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: Lincoln 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), December 21, 2018.

“An Equal Opportunity Employer”