

# RIVER VALLEY CHILD DEVELOPMENT SERVICES

## Internal/External Job Posting



**DATE POSTED:** May 15, 2019

**OPEN UNTIL FILLED**

**PROGRAM NAME:** WVECTCR

**JOB TITLE:** Administrative Assistant

### **QUALIFICATIONS:**

RVCDS/WVECTCR is seeking one (1) full-time Administrative Assistant in Huntington, WV to provide administrative support services for WV Early Childhood Training Connections and Resources.

The ideal candidate has excellent time management and organizational skills; great attention to detail; excellent communication and customer services skills; proficient technology skills; and the ability to effectively multi-task. Associate degree from an accredited college in business, or related field.

Demonstrated experience as an administrative assistant preferred. \$27,500-\$32,000, based on education level (AA, BA, BA+15), plus excellent benefits: retirement; health/vision/dental insurance; PTO;

10 paid holidays per year; and opportunities for annual professional development.

View job description [www.rvcds.org/jobdescriptions.shtml](http://www.rvcds.org/jobdescriptions.shtml)

Submit resume to [tturley@rvcds.org](mailto:tturley@rvcds.org). Must pass drug test. EOE-M/F/V/D

**\*Go to [www.rvcds.org](http://www.rvcds.org) to view job description and application\***

### **TO APPLY, CONTACT:**

Whitney Smith, Human Resources Coordinator  
River Valley Child Development Services  
[wsmith@rvcds.org](mailto:wsmith@rvcds.org)  
611 Seventh Avenue  
Huntington, WV 25701  
(304) 523-3417  
(304) 523-2678 (fax)

All job positions: Must pass drug test. EOE- M/F/V/D

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It is understood that employees will not be considered eligible for transfer to another position or geographic area for one year after employment, **unless authorized to do so in writing by the Executive Director.**