



Multi-Purpose Community Action Agency, Inc.
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Shelby County Family Support Partner

Multi-Purpose Community Action Agency is seeking to fill a temporary position at our Shelby County office (October through March) to assist us in providing clients with services through our Low Income Heating Energy Assistance Program (LIHEAP). This person may work 20-30 hours per week as needed. Duties will include answering multi-line phones, greeting clients, making copies, completing the LIHEAP application through computer software and other general customer service duties. Office experience required and proficiency with Microsoft Word and Outlook. Must be detail oriented with strong organizational skills. HS Diploma or Equivalent required. Starting pay is \$10.00 per hour. Please apply by sending a resume to Kim Embrey-Hill at kim@mpcaa.org. Or mailing to PO Box 305, Shelbyville KY 40066. Applications will be accepted through September 20, 2019.

MPCAA is an Equal Opportunity Employer. "This project is funded, in part, under a contract with the Cabinet for Health and Family Services with funds from the Community Services Block Grant Act of the U.S. Department of Health and Human Services."