



603 West Park Street
Sheldon, Iowa 51201
712-324-5061 or 1-800-352-4907

JOB OPPORTUNITY

PROGRAM: ADMINISTRATIVE SECRETARIAL

Company: Mid-Sioux Opportunity
Remsen, IA

WIC/MCH Administrative Assistant/hawk-I Outreach Coordinator: 40 hours per week.

Eligible for benefits, including IPERS. Position is based in Remsen with local travel required.

Associate's Degree in office management or similar field preferred. Bilingual in Spanish preferred, but not required. Ability to work well with a diverse population of low-income persons. Computer and office skills required. Send Mid-Sioux application and resume to Mid-Sioux Opportunity, Inc., 418 S. Marion Street, Remsen, IA 51050. 1-800-859-2025 or apply online at www.midsioux.org.

APPLY: Send Mid-Sioux application and resume to Mid-Sioux Opportunity, Inc., 418 S. Marion Street, Remsen, IA 51050. 1-800-859-2025 or apply online at www.midsioux.org.