

RESILIENCY OUTREACH & SOCIAL SERVICES ASSISTANT

East Central Intergovernmental Association (ECIA) is hiring a Resiliency Outreach & Social Services Assistant in its Dubuque office. Under the direct supervision of the Project Manager, assist with special projects, program outreach, and administration of federal, state and local social, health, and human services grant programs working with city/county governments, local committees, owners, tenants, and general public. Serve as first contact for clients needing community services, resources and programs. Bachelor's degree in social work, psychology, sociology or related field is required. Establish effective working relationships with fellow employees; local, state and national officials; and general public. Requires strong computer/internet research skills. Familiarity with computer software applications required. Valid driver's license, clean driving record, insurable under ECIA insurance policies. ECIA is committed to promoting/supporting a diverse workplace. We are proud to be an equal opportunity employer. Women, minorities, qualified persons with disabilities are encouraged to apply. Salary range: \$32,656-45,342/benefits. Resumes due by March 4, 2019 to snesteb@ecia.org.