



Southwestern Child Development Commission, Inc.

...excellence in early childhood education

Est. 1972

Employment Opportunity

Workforce Development Administrative Assistant

Southwestern Child Development Commission, Inc. is honored to seek a qualified applicant for a full-time position to support the Assistant Director. The Workforce Development Administrative Assistant will support the Assistant Director in Workforce Special Projects, Human Resources and Statewide Early Learning Projects.

Qualifications: High School Diploma required. An Associate's Degree in Early Childhood, Business or a related degree is preferred. Applicants must be familiar with early childhood, data collection, and some fiscal related experiences. Computer skills and knowledge or adaptability to learn multiple software applications is required, specifically: Microsoft Suite, Canva, Zoom, and Google Workspace. Applicants must display strong communications skills (written and verbal) as well as, commit to a relationship- based organizational approach.

A willingness to continued personal and professional growth and a collaborative approach to team values of diversity and inclusion are required.

Applicants must have a valid NC Driver's License and a car available for work. Only those applicants most qualified based on education and experience will be interviewed. Applicants must work in the Jackson County-Main Office location, as well as, be open to a hybrid, home office situation.

To apply, submit an NC State Application for Employment (PD107) to Human Resources, Southwestern Child Development Commission (www.swcdcinc.org) or mail to: PO Box 250, Webster, NC 28788. Applications may also be faxed to (828) 631-1860 or emailed to: jobs@swcdcinc.org.

****SWCDC is committed to creating a diverse environment and is proud to be an equal opportunity employer. We do not discriminate in hiring and personnel procedures against any applicant for employment or employees because of race, national origin, religion, sex (including gender identity, sexual orientation, and pregnancy), age, disability or genetic information.***

Serving Cherokee, Clay, Graham, Haywood, Jackson, Macon, Swain Counties
A Child Care Resource and Referral Agency, 1-800-662-4158

Agency Mailing Address
PO Box 250
Webster, NC 28788
www.swcdcinc.org

Main Office
P. 828-586-5561
F. 828-586-4039

Haywood County Office
P. 828-456-4473
F. 828-452-1914

Cherokee County Office
P. 828-837-9155
F. 828-837-9191