

Program Assistant Opening

Development Department is looking for a self-motivated highly organized individual to fill a full time position. Candidate must have excellent verbal and writing skills. Be detail oriented and a team player. Data entry, writing mini grants, website management, social media administration, general administrative and clerical support. Computer experience, specifically Microsoft Word, Outlook, Publisher and Excel. BA Degree preferred. EOE. Apply online at www.newopp.org or send cover letter, resume and application to HR Director, New Opportunities, Inc, PO Box 427, Carroll, IA 51401.