

## IWD/Notice to MICA Staff

### **Family Development Assistant – Ames, Grinnell, Iowa Falls, Marshalltown and Tama, IA**

Seeking individuals with great customer service skills to join the team at our Family Development Centers in our five county service area. This is casual position, working as-needed to fill in for regular staff when they are out of the office. The assistant will assist families to apply for resources, program services, and work with them to resolve crisis situations. Strong communication skills and the ability to learn and effectively use a variety of computing software and databases is required. Candidates who can work in multiple counties are preferred.

**This is a casual position working as needed. \$9.74 per hour.**

**Required:** High School diploma or equivalent

**Preferred:**

- Associate's Degree
- Ability to work in all 5 counties served
- Customer service experience
- Oral and written bilingual (English/Spanish) skills

**Closing Date:** Ongoing

Visit <http://www.micaonline.org/jobs> for a full job description and to submit an online application, cover letter and resume. Or send, fax or email cover letter and resume to: MICA, 1001 S. 18<sup>th</sup> Ave., Marshalltown, IA 50158; 641-352-5020; [jobapp@micaonline.org](mailto:jobapp@micaonline.org) or complete application at above address. Position open until filled.  
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