



Administrative and Marketing Specialist

Job Training Center and
Business One Stop Services
Red Bluff, CA

Full Time, Monday-Friday
Pay range: \$29,338 – \$36,672
Benefits Package Provided

Envision being the go-to person for marketing – web design, newspaper contact for ads, special events coordination, as well as first point of contact on the telephone AND the “organized one” making sure that paperwork is processed, fiscal stays happy and projects are complete. Envision working with high energy, positive coworkers who want to help job seekers and local businesses succeed.

The Job Training Center is a non-profit organization providing workforce development and business services in Tehama County. We are seeking a creative contributor as the **Administrative and Marketing Specialist**. Looking for 2-4 years office experience; computer and desktop publishing experience; great customer service skills coupled with strong computer proficiency; ability to handle multiple projects and regular interruptions with poise.

To apply:

Submit a cover letter, resume and standard application to the Job Training Center, 718 Main Street, Red Bluff, CA 96080 Attn. - Kathy Garcia or email to: kgarcia@ncen.org.

Complete job description is attached.

Position is open until filled.

The Job Training Center is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities. TTY (530) 527-2306.

01/05/2012 – Until Filled MMC