



El-Ada Community Action Partnership is now accepting resumes for a Receptionist/Energy Assistance Advocate, located in Mountain Home, Idaho.

Full time position: this position will require candidate to have the following: reliable vehicle transportation w/vehicle insurance and a valid driver's license; able to multitask; knowledgeable w/computers; data entry; answering a multiline phone; organizational skills; filing and excellent customer service. Office becomes very fast paced from October to January.

Must be able to work Monday through Friday, 8am-4:30pm. Candidates must have a high school diploma or GED, be over 18 years of age and be able to pass a background check and drug test.

Please mail resume to: El-Ada Attn: Office Manager, 585 N 3rd East, Mountain Home, Idaho 83647, or email to francene@elada.onmicrosoft.com and please include references on your resume.

No Phone Calls or Walk ins Please.