

OFFICE ASSISTANT - Coachella Valley Association of Governments (CVAG) - (Starting Salary: \$47,512 annually, plus a generous benefits package.) Responsibilities include, but not limited to serve as receptionist, assist general public, and perform a wide variety of typing and clerical duties under the supervision of the Executive Assistant. Knowledge of graphic design and PowerPoint are highly desirable. **REQUIREMENTS:** Equivalent to or completion of high school, supplemented by bookkeeping experiences. Ability to speak Spanish is desirable. **APPLY BY:** OPEN UNTIL FILLED. **FIRST REVIEW:** September 18, 2019. **CVAG APPLICATION REQUIRED.** Applications and full job description may be obtained at: www.cvag.org; at: CVAG, 73-710 Fred Waring Dr., Ste. 200, Palm Desert, CA 92260 or by calling (760) 346-1127.