

**PROGRAM ASSISTANT II-ENVIRONMENTAL DEPARTMENT** - Coachella Valley Association of Governments (CVAG) - (Salary: \$48,431 - \$60,341 annually, plus a generous benefits package.) Performs a wide variety of duties under immediate supervision of Environmental Resources Director. Have good knowledge of office practices and procedures, including work planning, organization, records management and operation of computers and standard office equipment. Familiarity with accounting desirable, but not required. **REQUIREMENTS:** Equivalent to or completion of high school. Ability to speak Spanish is desirable. **APPLY BY:** October 19, 2018 by 5 p.m. **CVAG application, resume and cover letter required.** Applications and full job description may be obtained at: [www.cvag.org](http://www.cvag.org) or at: CVAG, 73-710 Fred Waring Dr., Ste. 200, Palm Desert, CA 92260 or by calling (760) 346-1127.