

ADMINISTRATIVE ASSISTANT - Coachella Valley Association of Governments (CVAG) - (Position grade: \$50,104 - \$75,418 annually depending on qualifications, plus a generous paid benefits package including PPO/HMO). Full-time position but would consider filling as part-time. Under the supervision of the Office Manager, performs administrative, office and program support work; serves as agency receptionist; sorts mail; assists in maintaining human resources related files; assists in administering employee benefits programs. Familiarity with the Microsoft Office Suite a must. Ability to speak Spanish is desirable. **REQUIREMENTS:** Equivalent to completion of the twelfth grade and 3 years of increasingly responsible general clerical and office assistant experience. **APPLY BY:** Open until filled with first review on January 20, 2023. **CVAG application, resume, and cover letter required.** Application and full job description may be obtained at: <https://www.cvag.org/employment.htm> or by calling (760) 346-1127.