

**Community Development Center**, a nonprofit Agency, is seeking a full time Administrative Assistant to provide support to the Early Childhood Director and Executive Director in our Shelbyville office.

- This position requires excellent communication, clerical, organizational, computer, and people skills.
- Should be proficient in Microsoft Office with an emphasis on Microsoft Excel, and Publisher.
- Will have an active role in the organization of fundraising events.
- Email resume to: [hr@cdctn.org](mailto:hr@cdctn.org).
- No phone calls please.
- Job description available on request.

**EOE/Drug Free Workplace/Vet/Disability/E-Verify**