

## **POSITION OPENING**

Area Agency on Aging  
Foster Grandparent Program Assistant

Full-time outgoing, friendly person with good communication skills to provide administrative support and to work with senior volunteers. Will assist with recruiting and training of these volunteers, filing, answer telephone calls, etc. Computer skills to include all Microsoft Office applications. Bilingual preferred. \$19,489.60 + excellent benefits. Resumes may accompany completed applications but will not be accepted in lieu of a completed application. Completed applications will be accepted through Friday, July 2, 2010, 5:00pm at Concho Valley Council of Governments, 2801 W Loop 306, Suite A, San Angelo TX. *Equal Opportunity Employer*