



Program Assistant Opening

Crosswinds Youth Services has a position for a Program Assistant. Candidate must be detail oriented and able to manage multiple tasks including collection, compilation, reporting and analysis of data and statistics. Experience with MS Access and Microsoft Excel required. Efficient with Adobe Creative Suite. Bachelor Degree required. Flexible hours/evenings required.

If interested in the position please submit a letter of interest - Karenlocke@crosswindseyouthservices.org by close of business Thursday, September 28, 2017.

The position is being posted internally and externally.