



Educates children, strengthens families and builds community

**Position Announcement:**  
Community & Supportive Services  
Posted February 8, 2010  
Open until filled

Kingsley House, a United Way Agency, has the following position available:

**Secretary**

**\$19,000 yr.**

**Full time**

Qualifications:

High School Diploma or equivalent

1 yr clerical/office experience. Computer literate including MS Office Professional.

Duties:

Provide support to the Program Manager and Case Management staff, in addition to general office duties

Application Instructions

Please send resume and cover letter to:

Kingsley House

Attn: Gilda Johnson

Program Manager

1600 Constance Street

New Orleans, LA 70130

Email: [gjohnson@kingsleyhouse.org](mailto:gjohnson@kingsleyhouse.org)

Fax: 504-523-4450

**Equal Opportunity Employer**  
**Please no phone calls or personal contacts**