

Human Resources & Administrative Assistant

CSWD has an immediate opening for a highly organized and reliable professional who will provide customer service and oversee front lobby duties. This position will enthusiastically answer inquiries from the public, provide routine information about CSWD programs, have excellent verbal and written communication skills, and assist with numerous projects including website editing and data entry.

The ideal candidate will have an associate degree in human resources or communications with two years' experience. Proficiency working with MS Office, WordPress, and social media platforms are recommended.

Full-time position, competitive salary (\$21-\$24/hour) and excellent benefit package. Submit cover letter and resume to Amy Jewell (ajewell@cswd.net) by 7/20/2023.

Maintenance Operator

CSWD Maintenance Department supports operations through maintenance and transporting materials. This position does a variety of tasks including basic electrical and plumbing skills, painting, sandblasting equipment, mowing, plowing, and basic vehicle maintenance. A minimum of two years general maintenance experience and the ability to drive a roll-off truck required. Competitive salary (\$22-\$25/hour) and excellent benefit package. This position is open until filled. Call CSWD at 802-872-8100.

For more information on positions and CSWD, visit <https://cswd.net/about-cswd/job-openings/>