

P.O. Box 346  
30 W. Broad Street  
Camilla, GA 31730  
229-522-3552  
229-522-3558 (fax)



## SWGA WORKFORCE INVESTMENT BOARD POSITION ANNOUNCEMENT

- POSITION:** WORKFORCE DEVELOPMENT OFFICE  
MANAGER
- APPLICATION DEADLINE:** Application review begins immediately, but will remain open until filled.
- JOB DESCRIPTION:** Employee would be responsible for clerical and administrative work involving the performance of complex and varied clerical duties, and the assumption of numerous administrative details. Employee is responsible to and under the direct supervision of the Workforce Development Director. Additional information for this position is available on our website at [www.swgrc.org](http://www.swgrc.org)
- MINIMUM REQUIREMENTS:** Employee must have considerable knowledge of the work of the Board and the policies and procedures. They must also be able to establish and maintain effective working relationships with other employees and general public. Must possess sufficient expertise with computers and word processing to effectively and efficiently accomplish the duties assigned. Must have an Associate Degree in secretarial science and have two to three years experience, preferably at secretarial level or equivalent experience
- APPLICATION PROCEDURE:** Interested candidates should submit a letter of interest highlighting relevant experience, resume, and names of three references to either:

Southwest Georgia Regional Commission  
Attn: Sherry Knighten  
P O Box 346  
Camilla, GA 31730  
OR  
[sknighten@swgrc.org](mailto:sknighten@swgrc.org)

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