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Cowley County Economic Development Partnership

Cowley County Economic Development Secretary

Employer

Cowley County
311 E 9th
Winfield, KS 67156
620-221-9951

Job Description

Part-time

Cowley County Economic Development is accepting applications for the Part-Time Secretarial position. This position will perform website and social media updates, as well as provide support to office staff in a variety of clerical, organizational, and administrative duties involved with the planning and implementation of coordinated programs as needed. This position requires the employee to undertake highly responsible and confidential duties, along with special projects and varying deadlines by working in an independent manner.

High school diploma or GED required, some post-secondary education a plus. Two years' experience in an office, administrative or secretarial capacity. Rate of pay is \$11.20 an hour.

Apply

Applications including a cover letter are due by September 10th, 2021. Applications may be picked up in the County Administrator's Office or to download a County application please visit our website at www.cowleycountyks.gov/jobs. Please e-mail to employment@cowleycounty.org or mail applications to Cowley County Attn: Kristi Imel, 311 E. 9th Winfield, Kansas 67156.

Cowley County is an Equal Opportunity Employer.