

RURAL ALASKA COMMUNITY ACTION PROGRAM, INC.

A private, statewide, nonprofit is seeking **Program Technician III – DATA** who is a detail oriented individual with outstanding organizational, time-management and computer skills. Responsible for data entry, quality assurance and reporting. **Preferred:** AA in computerized office & 2 yrs. experience in Microsoft Word/Excel & child plus software. **Required:** TB/physical exam & State and federal background checks, including fingerprints. **Conditions:** Full time (40 hours/wk.) August-June with summer layoff. **Salary:** \$18.54 + DOE + Full Benefits Package.

Application and complete job description available at www.ruralcap.com or Anchorage Central Office located 731 East 8th Avenue, Anchorage, AK 99501. Applications may be hand delivered or faxed to (907) 278-2309. To be considered for interview, interested applicants must submit a completed RurAL CAP application form & resume. Position is open until filled.

RurAL CAP is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, national origin, religion, disability, protected veteran status or any other legal protected status. EOE: M/F/D/V.