



IL COALITION AGAINST SEXUAL ASSAULT SEEKS

TRAINING ASST.

Manage online software for training registration and support on-site events. Reception, correspondence and other secretarial duties. AA preferred with 2 years secretarial exp.

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PART-TIME BOOKKEEPER

Exp w/ accounts payable, acct records & inventory, acct software, MS Word, Excel, general duties.
Attn to detail & accuracy a must.
AA with exp preferred.

COMPETITIVE SALARY & BENEFITS.

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Send cover ltr & resume to **P. Poskin**
at 100 N. 16th Street, Springfield, IL 62703
or to **icasa@icasa.org** by September 20. EOE.

