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September 17, 2020

To: All Staff
From: Human Resources Department

POSITION AVAILABLE:

Seasonal/Part-Time Outreach Aide in Clay County Outreach Office located in Spencer, IA. Working 20-30 hours per week. Requirements include excellent office and communication skills, data entry and computer skills, organizational skills and understanding of and interest in needs of low-income families. For application and job description, visit our website at www.udmo.com or contact our HR Department, Upper Des Moines Opportunity, Inc., P.O. Box 519, Graettinger, Iowa 51342 (712) 859-3885.

Position is open until filled. E.O.E.