



*Human Resources
Peggy Wallace
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COUNTY OF AVERY
Human Resources

Positions Available

Athletics Specialist: Full-time opening, comprehensive benefits package. Athletic and recreation coordination including organizing and supervising youth and adult sports activities. Must have excellent verbal and written communication skills and the ability to interact effectively and courteously with the public. Multi-tasking as well as flexibility with scheduling is required. BS in recreation administration, physical education or related field and experience in coordinating athletic and recreation programs or an equivalent combination of education and experience.

Executive Assistant to the County Manager must be proficient with Microsoft Windows, excellent verbal and written communication skills required, organization and attention to details a must, ability to multi-task, independent judgment and discretion required to handle sensitive, confidential information. Strong interpersonal skills and public relations background required. Minimum qualifications: Associates degree in business or related field and 3- 5 years advanced administrative experience. Full time, comprehensive benefits package.

Please apply for the above position by completing the Avery County Employment Application located at www.averycountync.gov . Mail to: Human Resources Director, County of Avery, P.O. Box 640 Newland, NC 28657.