



Part-Time Position Announcement

Position Opening: Part-Time Office/Operations Assistant
Position Pay: \$8.50 per hour
Position Hours: Up to 29 hours per week
M-F 8:00 am to 4:30 pm

About the Resource Center for Independent Living (RCIL):

The Resource Center for Independent Living is a nonprofit organization which provides services to persons with disabilities, to their families, and to their communities.

About the Position Opening:

The Part-Time Office/Operations Assistant will work in the Osage City RCIL office and be responsible for assisting staff in day-to-day operations. The qualified applicant will possess a diverse skill set including strong computer skills, an ability to multi-task, and a professional and courteous demeanor. Job tasks may include answering phones, preparing meeting materials, faxing, copying, word-processing, and other office related activities. Additional responsibilities may include general building and vehicle upkeep, and delivering materials to other RCIL offices or elsewhere in the community. As driving may be required, the ability to drive company cars without driving restrictions is required. For more information or to apply for this position use the contact information at the bottom of this page.

How to Apply:

If you are interested in this position please submit a resume by Friday, September 26. Resumes may be emailed or faxed.

Contact Information:

Loren DeBaun, Director of Human Resources
E-mail: hr@rcilinc.org
Fax: 785-528-3665
Phone: 785-528-3105