



The South Plains Regional Workforce Development Board dba Workforce Solutions South Plains is currently accepting applications for the following position:

**Executive Assistant:**

Provides administrative support and assistance to the Chief Executive Officer, Board of Directors, and staff. Maintains all files and provides all administrative support for Board and committee meetings. The position is Monday through Thursday 30 hours per week pay is \$15.00 per hour.

The position is open until July 14, 2023 information available at [www.workintexas.com](http://www.workintexas.com) Job # 16032927 send resume' and cover letter to [rocky.brown@spworkforce.org](mailto:rocky.brown@spworkforce.org) .

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