

## **Bi-Lingual Intake Assistants and Technicians**

*South Central Planning & Development Commission* is accepting resumes for both Part-Time Bi-Lingual Intake Assistants and Technicians to assist with multiple programs throughout Louisiana. The Intake Assistant and Technician's main duty is to provide language assistance, mainly Spanish & Vietnamese, related to a Fisheries Assistance Grant Program. Assistance includes, but is not limited to providing information related to the program, assist applicants with filling out applications, and attending town meetings related to promoting the grant program. Other duties may include assisting with intake work for its Recovery Small Business Loan Programs, which includes collecting, evaluating, and packaging business documentation such as taxes, financials and evidence of storm damage to meet program requirements. The individual(s) should possess a high school diploma or equivalent and be fluent in English and either Spanish or Vietnamese. These are hourly positions with starting pay at approximately \$14.75 - \$25.00 an hour depending on experience. Resumes will be accepted until positions are filled. Send resume to: SCPDC Bi-Lingual Intake PO Box 1870, Gray, LA 70359 or email to: [employment@scpd.org](mailto:employment@scpd.org) SCPDC is an EOE/AAE