



AmericanJobCenter

# NOW HIRING

## Community Resource Center Assistant

Part Time | 20 - 25 hours/week | \$16/hour

### DUTIES & RESPONSIBILITIES

- Client Support: Assist visitors with job searches, public benefit applications (including Reemployment Assistance), and community referrals.
- Employer Services: Help local businesses recruit and screen candidates by managing and following up on job orders.
- Data & Compliance: Maintain accurate records in Employ Florida and perform monitoring reviews to ensure program guidelines are met.
- Operations & Clerical: Manage front-desk duties, including answering phones and monitoring computer lab usage for work-related activities.
- Program Assistance: Support food distribution logistics, compile operational reports, and provide administrative backup to the CRC team.

### QUALIFICATIONS

- High School diploma or GED equivalent required.
- Gulf County residency and familiarity with CareerSource Gulf Coast activities in Gulf County are preferred.
- Basic computer skills are required.
- Knowledge of Windows and Microsoft Word, Outlook, and Excel preferred.
- Candidate must be detail-oriented, flexible, and a multi-tasker with excellent communication skills.
- Some travel may be required; a valid Florida Driver's License, insurance, and access to reliable transportation are required.
- This position will require a Level 2 criminal background check.

### VIEW COMPLETE JOB DETAILS

Enter **12528414** at <https://EmployFlorida.com>

### TO APPLY

SEND RESUME TO [klinton@careersourcegc.com](mailto:klinton@careersourcegc.com)

#### BAY COUNTY

Gulf Coast State College  
5230 W. Highway 98  
Panama City  
850-872-4340

#### BAY COUNTY

Haney Technical College  
3016 FL-77  
Panama City  
850-872-4340

#### GULF COUNTY

307 Peters St.  
Port St. Joe  
850-730-1440

#### FRANKLIN COUNTY

185 School Road  
Eastpoint  
850-338-6606

CAREERSOURCEGC.COM



An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. In compliance with the Stevens Amendment, CareerSource Gulf Coast must provide percentages of the total cost of programs/projects financed with federal money and non-governmental sources as well as dollar amounts of the federal funds for projects and programs. You may find this information at [careersourcegc.com](http://careersourcegc.com).