



**NOTICE OF POSITION AVAILABILITY
GRANT WRITER/HUMAN RESOURCES ASSISTANT
COUNTY OF WASHINGTON, VIRGINIA**

The County of Washington, Virginia is presently seeking applications for the position of Human Resources Assistant/Grant Writer. Under the direction of the Human Resources Director, the scope of work includes Human Resources support functions, grant research and writing and handling sensitive and confidential matters. Must have strong writing skills, be creative and detail-oriented. Salary DoQ, DoE.

Education equivalent to graduation from an accredited college or university with a BA or BS degree in business administration or field related to Communication or Marketing is strongly preferred. Must have at least two years of responsible experience in Grant Writing and Human Resources. A complete Position Description with needed job requirements along with an Application for Employment may be obtained through the Human Resources Department, Washington County Government Center, 1 Government Center Place, Suite A, Abingdon, VA. 24210 or via the County website www.washcova.com. Applications will be accepted until filled. Washington County, Virginia is an Equal Opportunity Employer.