Award-winning Administrative Support Training Program

This program can provide entry into a rewarding, lifelong career. Southcentral Foundation (SCF) supports growing our own leadership – even SCF President/CEO Katherine Gottlieb started as a receptionist and progressed to her top leadership role.

Growth opportunities are available – get started today!

Apply NOW at www.southcentralfoundation.com or contact Kira Bouwens at (907) 729-4977.

SCF

Career Opportunities

1. Information Technology
2. Human Resources
3. Elder Program
4. Management
5. Development Center
6. Finance
7. Security
8. Medical Services
9. Behavioral Health
10. Public Relations

PROFESSIONAL GROWTH

- Progression
- Promotions
- Continued Mentoring

TRANSITION TO FULL TIME

- Benefits include retirement plans, wellness center, educational leave, childcare, 12 paid holidays, paid leave, health coverage

5 WEEKS ON-SITE TRAINING

- Placed in one of 65 different programs or departments

3.5 WEEKS IN CLASSROOM

- Goal Setting
- Life and Career Planning
- Customer Service
- And more!

TEMPORARY HIRE

- Interested in personal and professional growth?
- 18 years or older?
- Have a high school diploma or GED?

Apply for this training program today!