

HIRING – POSITIONS AVAILABLE

We, at American Credit Counseling Institute (ACCI), have 3 new positions. We need to recruit two people for our office in Norristown and one for our Pottstown office. We will need an administrative assistant in Pottstown. For Norristown, we need a housing counselor and a quality control technician. No previous experience is necessary, but knowledge of Excel and Office Word is.

For the housing counseling position, we need someone who likes to help and educate others with their finances and spending skills. The ideal candidates for all our positions would be individuals with a desire to help others and make a difference in this world.

The housing counseling position and the Administrative assistant position may be four to seven hours per day and at least 2 or 4 days a week. For the quality control technician, we need someone who is willing to work at least 3 days a week from 10 am to about 4 pm with half hour for lunch for a total of 5.5 paid hours per day. The number of days and hours may increase later. The quality control technician may also help with some interviews, if needed and to practice his/her skills and training.

ACCI is a non-profit organization. We help people to understand and improve their credit, to become home owners, and to avoid losing their homes to foreclosure, among other things. Due to the increase in Spanish speaking clients, bilingual candidates will be a plus.

Our office hours are Monday to Friday 9:00 am to 5:00 PM, but we sometimes begin earlier and stay until 7:00 pm at night. If you are interested in any of our available positions, please send us your resume.

Mail your resume to:

American Credit Counseling Institute Inc. (ACCI)

603 Swede Street Norristown PA 19401

Attn: Mildred Soto-Ewing

For more information about our non-profit organization, please visit our website at www.americancci.org