

Logan Office
PO Box 1346
699 Stratton Street
Logan, West Virginia 25601



Charleston Office
Kanawha County American Job Center
426 Leon Sullivan Way
Charleston, West Virginia 25301

POSTED 11/03/2025

INFORMATION & REFERRAL SPECIALIST – Kanawha County

Responsibilities: Job responsibilities include but are not limited to: Respond to in person and telephone inquiries from individuals, businesses, and agencies requesting information and community resources; Assess immediate and ongoing needs of clients; Provide information and refer clients and general public to appropriate service provider; Follow up on referrals; Record and compile data reports; Update information on resources; Enter client information and maintain client database.

Requirements: Successful candidate will preferably possess at minimum, High School diploma or GED; Prior work or volunteer experience working with the low-income population; Experience and ability to interface with all levels of agency personnel, supervisory experience preferred.

Candidate must possess a valid Driver's License. Demonstrate good verbal and written communication skills; Candidate must maintain a current Food handler's card and maintain CPR and First Aid certification. Candidate must submit to pre-employment drug screen, CIB check, and DHHR Protective Services Background Check.

Applications are available at the PRIDE office located at 699 Stratton Street, Logan WV 25601 or online at loganpride.com and will be accepted until the position is filled. Submit application to:

Human Resources
PRIDE Community Services, Inc.
PO Box 1346
Logan, WV 25601

PRIDE Community Services, Inc. is an Affirmative Action, Equal Opportunity Employer. Please contact the Human Resources office at 304-752-6868 if you need assistance, reasonable accommodation or have hiring process questions.