



**NATCHITOCHE PARISH  
SCHOOL BOARD**  
**TOGETHER WE CAN**

---

**POSITION AVAILABLE**

**POSITION:** Secretary to Director of Human Resources

**LOCATION:** Natchitoches Parish School Board

**QUALIFICATIONS:**

- Bachelor's degree in business or related field (preferred)
- Strong clerical and organizational skills
- Additional criteria as established by the School Board

**TERMS OF EMPLOYMENT:** 12 Months

**DEADLINE:** Thursday, June 27, 2024  
4:00 p.m.

**WHERE TO APPLY:** To apply, please visit <https://www.npsb.la/page/job-openings>. If you are interested in learning more about NPSB's career opportunities, please visit [www.teachnatchitoches.com](http://www.teachnatchitoches.com) or email us at [recruiting@npsb.la](mailto:recruiting@npsb.la).

**APPLICATIONS:** Application packet should consist of a letter of application, resume, diploma/transcript (if applicable), and three (3) letters of reference.