



**Akron Summit
Community Action, Inc.**

ADVOCATING FOR A POVERTY - FREE COMMUNITY

EMPLOYMENT OPPORTUNITY

Position:	PROJECT COORDINATOR
Department:	Social & Special programs/Emergency Services
Reports to:	Program Administrator
Job Summary:	Under direction, supervises and coordinates the activities of community service branches or programs; implements community service operations; supervises and evaluates staff; plans, develops, and establishes goals and objectives to be met; develops and implements strategies to meet the goals and objectives established; provides information and referral services to clients; gathers data from staff and writes budget proposals to meet the funding needs of the operation; plans, develops, conducts, or coordinates training based on program evaluation; gathers and writes various documentation; perform other related duties as assigned/required.
Requirements:	Bachelor's Degree in Human Services, Social Work or related field with two (2) years' experience in community service operation or equivalent combination of experience and/or training; State of Ohio Driver's License and transportation (some/frequent travel required); fingerprint and background checks conducted; Summit County residency required within 12 months of hire.
Pay Rate:	\$15.15 per hour/ \$31,512.00 annualized (Pay Grade 24)
Benefits:	Medical, Life, Dental, Prescription, Vision, 403-b Retirement Plan with employer matching, Paid Holidays, Employee Assistance Program and other benefits as applicable to work classification
Classification:	Full-time
Work Schedule:	Year Around
FLSA Status:	Exempt
POSTING DATES	11/20/2017-12/08/2017
Send Resume/ Application to:	Akron Summit Community Action, Inc. Human Resources Department 55 East Mill Street, Akron, Ohio 44308 Or, E-mail resume to resumes@ascainc.org

NO PHONE CALLS. Applicants selected for an interview will be contacted. Applications/resumes are kept on file for 6-months.

For complete job posting and other agency information visit www.ascainc.org

EOE