Akron Summit Community Action, Inc.
ADVOCATING FOR A POVERTY - FREE COMMUNITY

EMPLOYMENT OPPORTUNITY

Position	**Program Administrator – Neighborhood Development**
Reports to:	**Director, Social & Special Programs**
Job Summary:	Plans, develops, implements and monitors assigned community driven initiatives to reduce poverty and promote self-sufficiency in Akron and surrounding neighborhoods. Consults with community groups to determine greatest needs in area and develops programs to meet those needs. Assures compliance with all federal, state and local regulations as well as grant requirements. Supervises and coordinates activities of assigned staff, assigns and reviews work. Performs other related duties as assigned.
Requirements:	Completion of college education with a four year degree (Master's preferred) in Community Service, Business Administration or related discipline and two (2) years' experience in community service operation or equivalent combination of training and/or experience. Strong management, leadership and supervision skills. Summit County Residency required.
Pay Rate:	$49,816.00 annualized / $23.95 per hour (Pay Grade 27)
Benefits:	Medical, Life, Dental, Prescription, Vision, 403-b Retirement Savings Plan with employer matching, Paid Holidays, Employee Assistance Program and other benefits as applicable to work classification
Classification:	Regular, Full-time, Year-Around and Exempt
Work Schedule:	Regular work hours Monday – Friday 8:00am – 5:00pm (Some weekends and evenings required)
POSTING DATES	**09/05/2017 – continuous until filled**
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 employment opportunities, to complete an application and other agency information visit www.ascainc.org
At-Will Employment/EOE