

Jackson-Vinton Community Action, Inc.
118 South New York Avenue
Wellston, Ohio 45692

Job Description
January 2022

Position: Community Services Coordinator
Classification: Full Time/Full Year
Class: Non-Exempt
Supervisor: Executive Director

Qualifications:

High school diploma or equivalent required. College/Business School required or two (2) years relevant experience may be used in lieu of formal training. Position requires excellent typing skills and extensive experience with personal computers and software, including Excel, Word, Publisher, internet utilization; website design a plus. Must have office management experience, strong math skills, strong oral and written communication skills, and have effective interpersonal, organizational, and time management skills. Must be able to manage multiple tasks well, willing to work flexible hours, and comfortable working in a fast paced environment. A working knowledge of and experience in governmental funding, budgets, grantsmanship and other aspects of the operation of a non-profit organization, is preferred. Must consent to and have a favorable pre-employment BCII background check, drug/alcohol screening.

Major Duties and Responsibilities:

Responsible for the coordination of the programmatic portion of the Community Services Block Grant including but not limited to the Agency's Performance Standards, Agency Self-evaluation, Agency Risk Assessment, and compilation of all Program ROMA Reporting for the agency into OCEAN.

Assist with the various Board of Trustees components, including but not limited to: record and transcribe meetings minutes, obtain monthly reports from Program Directors, and compile and submit Board packets to Board members and Program Directors.

Assist with Board communications, maintain and update Board Member enrollment, and member orientation, as needed.

Assist with overseeing the operation of the central office, including maintenance, coordination of building activities, security system and the internal/external systems.

Responsible for the coordination of the annual Community Needs Assessment, identifications of gaps within the community, analysis of statistical data, and development of local partnerships to address strategy to address identified gaps.

Assist with and coordinate the Strategic Planning process, provide at a minimum annual written updates to management and board, and oversee the various components, as needed.

Collect, compile and prepare agency Annual Report Card data and distribute annually to employees, board, funders and the community.

Assist with maintaining the agency's phone system, including staff training, phone and voice mail menus, and update employee and program information.

Research and make application for funding opportunities to enhance the agency's mission, expand program services and assist with development of strategies to address gaps identified.

Assist with marketing strategies for the agency, designing public presentation and brochures to promote agency's information and services.

Ability and willingness to gain specific knowledge of other local programs that are available to use in conjunction with or in place of agency services, to help meet customer needs and disseminate information to pertinent programs.

Assist with procurement of supplies, equipment and coordination of other related activities to ensure internal safeguards within the agency.

Prepare, monitor, and oversee our social media platforms and navigate the internet.

Assist with secretarial needs as requested by administration.

Assist the agency with duties in the absence of the office manager due to illness, vacation leave, and lunch breaks, when assigned.

Assist the agency with receptionist duties in the absence of the receptionist due to illness, vacation leave, and lunch breaks, when assigned.

Attend meetings, seminars, conferences, and other training sessions, including some overnight travel to secure needed information for the agency, as directed.

The Community Services Coordinator will deal with issues that are confidential and privileged in nature and must maintain that confidence.

The position of Community Services Coordinator requires that you are always loyal to the agency and its mission. Even in the event that you are not in agreement with the direction of activities, the holder of the position must support the agency.

Do any and all things necessary to assure the smooth operation of the agency as needed by administration.

This Job Description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform duties required by the employee's supervisor or designee.

This Job Description in no way is to be construed as an employee contract.
I have reviewed the duties and requirements of this Job Description with the below signed employee.

Community Services Coordinator

Date

Executive Director

Date