

Job Posting:
Community Services Coordinator

Jackson-Vinton Community Action, Inc. is seeking a candidate for a **Community Services Coordinator**. Starting wage is \$12.50/hr and is negotiable based on education and experience.

Qualifications: High school diploma or equivalent required. College or Business degree, preferred, or four (2) years relevant work experience may substitute for formal training. Position requires excellent typing skills and experience with internet utilization, social platforms, personal computers and software, including Excel, Word, and Publisher. Must have strong math skills; strong oral and written communication skills; and 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. Must be a quick learner and willing to attend training, as needed, which may include overnight travel. Working knowledge of and experience in governmental funding, budgets, grantsmanship and 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 Responsibilities: Responsible for coordination of agency activities such as: Community Needs Assessments, researching and completing funding applications, strategic planning process, health and safety activities of the agency, ROMA grant based reporting, marketing strategies, operating social platforms, administration assistant duties, and serve as a backup for assigned staff during their absence, for customer based assistance.

Submit resume with cover letter along with a completed agency application to JVCAI, 118 South New York Ave., Wellston, Ohio 45692. Attention: Executive Director.

Deadline for applications is 12:00 p.m., January 14, 2022 or until filled. JVCAI is an EOE/Provider of Services.