



## **JOB POSTING**

### **Special Projects Coordinator (Employment Specialist) CCMEP Program**

**JOB TITLE:** *Special Projects Coordinator (Employment Specialist)*

**REPORTS TO:** *CCMEP Program Manager*

**FUNCTION:** *Hourly, Full-Time, Non-Exempt*

**SALARY BAND:** *Salary Band 2 (\$14.00 - \$22.00/hr.)  
40 hours per week  
Benefit Package Options Available*

*Under the supervision of the CCMEP Program Manager, this position provides support and guidance for participants entering or re-entering employment. The Special Projects Coordinator (Employment Specialist) will facilitate small group sessions to provide instruction to participants on how to create resumes and cover letters, develop and/or improve interviewing skills, conducting employment searches, etc. The Special Projects Coordinator (Employment Specialist) will coordinate career exploration activities and work experience opportunities.*

**See Job Description for detailed description of position**

**Send resumes to:**

**humanresources@impactca.org**

**Applications are available at:**

**700 Bryden Road**

**Columbus, OH 43215**

**Resumes will be accepted until this position is filled.**

**EQUAL EMPLOYMENT OPPORTUNITY:** Federal and State laws apply to all forms of employment decisions and actions, including pre-employment inquiries. IMPACT Community Action is an equal opportunity employer and complies with applicable State and Federal laws relating to employment practices.