

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.