

15. Identifies, assesses, analyzes, and mitigates risk in the service delivery system.
16. Maintain a level of good work attendance.

This list of job functions contains the essential functions of the job only.
Other duties may be assigned as necessary.

QUALIFICATIONS AND REQUIREMENTS:

1. Head Start/Early Head Start program recruitment experience preferred; Bachelor degree in Marketing, Communications, Organizational Development, or a related field from an accredited college or university.
2. Knowledge of marketing and sales techniques
3. Three (3) years school recruiting experience or Head Start Teaching experience
4. Two (2) years customer service experience.
5. Advanced computer experience in Microsoft Office Software Applications and database management software.
6. Must possess exceptional interpersonal communication skills.
7. Experience working with a diverse populations including executives and low to moderate-income families.
8. Demonstrated ability to multi-task and prioritize duties with deadlines.

WORK ENVIRONMENT AND PHYSICAL DEMANDS: The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job with or without reasonable accommodations.

Work environment:

Normally a typical office environment, with minimal exposure to excessive noise or adverse environmental issues, but also includes occasional local travel, including exposure to heat, cold, inclement weather conditions, and occasional environmental hazards.

Physical demands:

Ability to meet the following physical requirements with or without reasonable accommodation:

- a. Ability to walk through neighborhoods during door to door recruitment events.
- b. Use hands to manipulate, handle, feel, and control items or equipment;
- c. Talk and hear;
- d. See and be able to read, write, and interpret written documents;
- e. Effectively communicate with the public;
- f. Lift and move objects weighing up to 15 pounds.

ORGANIZATIONAL STRUCTURE:

Reports to: Admissions Manager

Manages: Intake Technician

Cincinnati-Hamilton County Community Action Agency is an Equal Opportunity Employer. The Functions, Qualifications, Requirements and Physical Demands listed in this job description represent the essential functions of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The listed Job Functions do not necessarily include all activities that the incumbent may perform.