



# Community Action Agency

CINCINNATI | HAMILTON COUNTY

**Phone:** (513) 569-1840 \* **Fax:** (513) 569-4354 \* **Website:** [www.cincy-caa.org](http://www.cincy-caa.org)

## JOB DESCRIPTION

<b>Position Title:</b>	Program Coordinator	<b>FLSA Status:</b>	S-NE
<b>Division:</b>	Community Services	<b>Pay Grade:</b>	8
<b>Work Hours:</b>	8:00 a.m. – 5:00 p.m., 80 hours bi-weekly, requires evenings and weekends	<b>Revision Date:</b>	March, 2017

### Work Location:

Cincinnati-Hamilton County Community Action Agency \* 1740 Langdon Farm Road \* Cincinnati, Ohio 45237

## POSITION SUMMARY

Provide Coordination over our Career Training Programs. Complete all mandated reports in a timely manner. Build strong partnerships within the community. Responsible for guaranteeing program meets all applicable local, state and federal regulations and guidelines. All duties are performed in accordance with federal, state, local and C-HCCAA standards.

## ESSENTIAL JOB FUNCTIONS:

### *Under General Supervision:*

- 1) Develops curriculum and schedule of classroom activities.
- 2) Develops and maintains collaborative partnerships with companies within the community.
- 3) Assist with managing the day to day activities of the Career Training Programs.
- 4) Establishes and maintains a strong and diverse Steering Committee.
- 5) Prepares and processes documents and administrative reports for the Career Training Programs.
- 6) Attends and participates in all CAA functions, which include public information, campaigns and enrollment/registration drives.
- 7) Builds strong partnerships within the community.
- 8) Maintains a current computerized/hard data filing system.
- 9) Explores opportunities for program fiscal self-sufficiency.
- 10) Maintains client confidentiality according to C-HCCAA standards.

The above statements are intended to describe the general nature and level of the work being performed by staff assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Additionally, C-HCCAA management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

## QUALIFICATIONS AND REQUIREMENTS

### *The incumbent must have:*

- 1) A Bachelors degree in Business, Human Services, Social Work or a related field from an accredited college or university.
- 2) Two (2) years of Supervisor experience.
- 3) Knowledge of workforce development resources and collaborations with Cincinnati and Hamilton County.
- 4) Experience in the field of construction.
- 5) Ability to communicate effectively with participants, community stakeholders and executives.
- 6) Knowledge of professional office practices, data entry techniques and report generation.
- 7) Demonstrated ability to multi-task, prioritize duties and meet deadlines.

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- 8) Proficiency and computer experience in Microsoft Office applications.
- 9) Experience working with diverse populations, including low to moderate-income families.
- 10) Capability to frequently drive to and from local resource agencies in all weather conditions and to conduct outdoor and indoor activities in warm and cold temperatures.
- 11) Ability to analyze and interpret data and to handle problem resolution.
- 12) Willingness to accommodate planned and unplanned travel to and from C-HCCAA to meeting/conference locations, including overnight and/or out of town travel.
- 13) Attendance at the assigned work site s required.
- 14) A valid driver's license must be maintained throughout employment with CAA.
- 15) Valid automobile insurance must be maintained throughout employment with CAA.

## WORK ENVIRONMENT AND PHYSICAL DEMANDS

Include both a typical office environment, with minimal exposure to excessive noise or adverse environmental issues, and site visits, including exposure to heat, cold, inclement weather conditions, and occasional environmental hazards.

### WORK ENVIRONMENT:

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

- a. Use hands to manipulate, handle, feel, and control items or equipment;
- b. Walk, bend, kneel and reach;
- c. Lift 20-60 lbs., using all safety precautions;
- d. Stand and sit for long periods of time;
- e. Conduct both outdoor and indoor activities, in both warm and cold temperatures;
- f. Talk, hear, and communicate with others;
- g. See and be able to read, write, and interpret written documents;

## ORGANIZATIONAL STRUCTURE:

**Reports to:** Manager of Career & Job Services

**Manages:** Case Manager (*Position on hold*) Job/Placement Coach, Youth Build Instructors, Life Skills Instructor

**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.**

Your employment with the Cincinnati-Hamilton County Community Action Agency is entered into voluntarily or “at-will,” meaning that both you and the employer may end the employment relationship with or without reason, cause or notice unless otherwise prohibited by law. You are free to terminate your employment at any time, with or without cause. Similarly, C-HCCAA has the right to terminate the employee’s employment, or otherwise alter an employee’s position, duties, title or compensation at any time, with or without cause or notice. Therefore, the only employment relationship that exists is one terminable **at will** by either the employee or C-HCCAA.