

Senior Division Career Opportunity

COAD is more than a paycheck. If you enjoy making a difference in people's lives then COAD is the organization for you! This is a place where you can actually see the impact of your hard work as you help transform the community around you. COAD's success is based on continual development and engaged employees. Here at COAD, we provide our team with a robust wellness program and promote a healthy work-life balance. Make sure you check us out at www.coadinc.org

The Corporation for Ohio Appalachian Development (COAD) has the following full-time position available in the Athens, Ohio office:

Senior Programs Division Director

Duties/Responsibilities:

The Senior Programs Division Director candidate should have experience in:

- Analyzing and organizing office operations and procedures
- Budgeting, preparation of timesheets, personnel
- Information management and filing systems
- Requisition of supplies and other clerical services

This position is responsible for all division programs such as; Retired Senior Volunteer Program, Senior Companion Program, and the Foster Grandparent Program. This position creates program policies, prepares continuing funding requests, records maintenance, as well as report preparation. A strong candidate should have experience in recruiting, directing, and supervising staff. Preparing and monitoring division program budgets is a requirement along with finding new sources of funding. A strong candidate will have experience in providing leadership and the ability to show a positive public image in promoting programs. The position requires travel and the ability to attend meetings, conferences and training sessions related to the duties of this position and the skill to disseminate acquired information to appropriate individuals inside and outside the corporation.

Minimum qualifications:

Bachelor's degree in sociology, social work, political science or a related field. Years of experience will be considered in lieu of degree. Prior experience as a supervisor and proficiency in Microsoft Word and Excel is required.

A valuable candidate will have solid customer service skills, strong budgetary experience, strong organizational and communication skills, and be able to prioritize multiple tasks. This position requires daily outreach in a 13 county region. Candidates with knowledge and experience in Ohio's Foster Grandparent and Senior Companion

programs will be preferred. Valid Ohio drivers' license and vehicle insurance required as well as the ability to pass a background and drug screening.

For full consideration, please submit your resume, cover letter, and 3 references by 1/10/20; position will remain open until filled.

Submit by email to:
COAD
Human Resources
hr@coadinc.org

COAD is a non-profit, Equal Opportunity Employer/Provider of Services