

East Missouri Action Agency, Inc.
403 Parkway Drive, Post Office Box 308
Park Hills, Missouri 63601
A Community Action Agency.

REQUEST FOR / NOTICE OF JOB ANNOUNCEMENT

DATE OF REQUEST: 5/24/2021 DEPARTMENT: Community Services
POSITION TITLE: Program Area Coordinator-LIHEAP PROGRAM: Community Services

POSITION SUMMARY: The CS Area Coordinator is responsible for ensuring that all Community Services programs under LIHEAP are implemented and accomplished within the department, and is also responsible for the overall direction, management and evaluation of all staff in the assigned area.

ADVERTISE TO: Public Agency Banked Both STATUS: Exempt Non-Exempt
LOCATION: St. Francois County

GRADE LEVEL / STEP: Grade VII AMOUNT: \$14-\$14.72

CLASSIFICATION: Full-time Part-Time Temporary Emergency

DAYS AND HOURS: Monday - Thursday 7:30 - 5:00

QUALIFICATIONS: High School Diploma or GED, and four years experience in working with low-income programs, case management, or related fields, or 2 year college degree and 2 years of related experience. Valid MO Driver's License and Insurance. Good communication skills, excellent computer skills, self-motivated, work well under pressure, and able to handle multiple tasks simultaneously.

TARGET DATE FOR EMPLOYMENT: 8/9/2021

APPLICATION PERIOD DEADLINE: Until Filled

BENEFITS:

SUPERVISOR'S NAME: Nicolle Hahn

PERSON MAKING REQUEST: Nicolle Hahn

<u>Nicolle Hahn</u> Program Director's Signature	<u>7/21/21</u> Date	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
<u>Keri McHenry</u> Executive Director's Signature	<u>7/21/2021</u> Date	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved

APPLY TO:
East Missouri Action Agency, Inc.
Human Resource Department
P.O. Box 308, 403 Parkway Drive
Park Hills, MO 63601
573-431-5191