

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: 5.17.22 DEPARTMENT: Community Services
 POSITION TITLE: Program Area Coordinator-LIHEAP PROGRAM: Community Services

POSITION SUMMARY: The Program Coordinator's primary function is the oversight of various projects within the Community Services Program, specifically the energy assistance programs. The incumbent of this position will report directly to the Community Services Program Director. The incumbent will work closely with all the community services staff to ensure that: the day to day operational activities are completed; the agency mission is met; program guidelines are followed; deadlines are met; reports are accurate and submitted in a timely manner and; program outcomes are met.

ADVERTISE TO: Public Agency Banked Both STATUS: Exempt Non-Exempt

LOCATION: St. Francois County

GRADE LEVEL / STEP: Grade VII AMOUNT: \$15 to \$17

CLASSIFICATION: Full-time Part-Time Temporary Emergency

DAYS AND HOURS: Monday - Thursday 7:30 - 5:00 (Friday on Call as needed)

QUALIFICATIONS: Must have a High School Diploma or GED, or at least 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. Must be able to maintain an effective and positive working relationship with program staff, work independently as well as collaborate with a team, and have good problem solving skills. This position requires attention to detail, basic accounting skills, and the oversight of program data and information.

TARGET DATE FOR EMPLOYMENT: 6.20.22

APPLICATION PERIOD DEADLINE: 5.30.22

BENEFITS:

SUPERVISOR'S NAME: Nicolle Hahn

PERSON MAKING REQUEST: Nicolle Hahn

<u>Nicolle Hahn</u>	<u>5/17/2022</u>	<u>Approved</u>	<u>Disapproved</u>
Program Director's Signature	Date	Approved	Disapproved
<u>Keri McCrory</u>	<u>5/17/2022</u>	<u>Approved</u>	<u>Disapproved</u>
Executive Director's Signature	Date	Approved	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

Interviews will be held with leading candidates by appointment.