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jfs.athensoh.org

COMMISSIONERS: Charlie Adkins, Chris Chmiel, Lenny Eliason
EXECUTIVE DIRECTOR: Jean Demosky

Date: September 27, 2023
From: ACDJFS Human Resources
Re: ACDJFS - Job Posting

Athens County Department of Job and Family Services has a current full-time opening for an:

Community Relations Coordinator

Starting Pay: \$26.20 per hour

MINIMUM QUALIFICATIONS:

- Valid Driver's License and must remain insurable under the County's vehicle insurance plan. May be required to obtain CDL.
- Possession of a Bachelor's degree from an accredited college or university; two (2) or more years of related experience and/or training; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.
- Established pattern of good work habits, interpersonal skills, attendance, and performance.
- Demonstrated self-motivation and ability to anticipate resources required for program success.
- We seek candidates with a demonstrated commitment to a diverse and inclusive workplace.

Applications will be reviewed until the position is filled. For full consideration please submit cover letter and resumé by October 6, 2023.

Anyone interested in this position please visit our website at: [Welcome to Athens County Job and Family Services \(athensoh.org\)](http://Welcome to Athens County Job and Family Services (athensoh.org))

Once you have entered the website, please, click on "Explore Athens JFS," and then "Employment Opportunities." The next page will provide a list of the agency's vacancies in which you can apply.

Any questions, please contact Melissa Conkel, Human Resources Department, at: Melissa.Conkel@jfs.ohio.gov

Athens County Department of Job and Family Services is an equal opportunity employer that is committed to diversity, equity, and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

ATHENS COUNTY
DEPARTMENT OF JOB & FAMILY SERVICES
An Equal Opportunity Employer
POSITION DESCRIPTION

Employee Name:
Class Number: 30172
Position Control Number: 20003.3

Position Title: Community Relations Coordinator
Class Title: Community Relations Coordinator

Department/Office: Fiscal
Title of Immediate Supervisor:
Transportation Manager
Normal Hours: Flexible work schedule- may include evenings and weekends.
EEO Status: 02

Employment Status: Full-Time
FLSA Status/Pay: Non-Exempt
Pay Grade: 123
Civil Service Status: Non-Bargaining Unit
Division: Fiscal Unit

POSITION OVERVIEW: The Community Relations Coordinator (CRC) plans, develops, and implements a public relations program and represents the Agency in an informational and/or liaison capacity. The CRC is expected to become a local expert on the array of community resources and services and maintain positive communication and partnership with other community resource organizations. The CRC functions as a central member of the outreach team. The Community Relations Coordinator will provide quality professional customer service to all individuals within the communities served.

**This position requires dedication, adaptability, maintaining the highest customer service standards, and a commitment to a diverse and inclusive workplace.*

JOB DESCRIPTION:

Job duties in order of importance

ESSENTIAL DUTIES OF THE JOB

95% Plans and administers public information promoting a positive image and visibility; engages in community relations activities throughout Athens County and the region; attends or organizes local community meetings, events, or activities related to agency objectives and goals (including evening and weekend events or meetings as needed); acts as an agency representative at meetings of various local organizations and employers; facilitates agency participation in collaborative projects with other community resources/employers; develops community outreach programs that are designed for and include the agency mobile units; provides information to staff and serves as a resource person regarding community services and initiatives; assists with programs and/or activities and operations to promote a positive image of ACDJFS/OMJ to the public; provides budget recommendations for outreach efforts to fiscal unit; assists with/develops/distributes press releases and serves as an agency liaison with local media and community service collaborative efforts; designs and continually updates the action plan for agency mobile units; conducts data collection to inform strategic planning for outreach success and program expansion; actively seeks and applies for grant opportunities; completes or collects all required program documentation with accuracy, consistency, and compliance; develops and maintains positive relationships with relevant public and private leadership, authorities, employers, and service providers so that ACDJFS/OMJ's participation in events and programming can be successfully negotiated; assists in the development of alternative plans and programming for transportation access expansion; networks and assists in the expansion of employment opportunities across the region; maintains a high profile within the community so that ACDJFS/OMJ increases visibility and relevance across the region; travels throughout service area as needed. Participates in and/or coordinates internal agency committees and programs; undertakes special projects or data collection and researches related to projects within Athens County or the region; schedules a robust calendar of events for the mobile units well in advance; collaborates with agency leadership to schedule staff assistance for programs and events; ensures mobile units are fully functional and maintained;

participates in personal and professional development activities including staff meetings, conferences, training opportunities, as identified and approved by supervisors.

OTHER DUTIES AND RESPONSIBILITIES

- 5% Other duties as assigned. May be required to perform duties under supervision of the Athens County Red Cross during an emergency in accordance with the Athens County Department of Job and Family Services Disaster Preparedness Plan and the Athens County Emergency Operations Plan.

WORKER CHARACTERISTICS AND MINIMUM QUALIFICATIONS

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates may be developed after employment)

Knowledge of: modern computer skills and computer applications, including but not limited to Microsoft Office; *county, department, and division goals and objectives; *county, department, and division policies and procedures; *personnel rules and regulations; government structure and process; *ODJFS computer systems; state and federal regulations; *Ohio Revised Code (applicable sections); public relations; customer service; office practice and procedures; marketing; journalism; photography; business communications; community outreach; system analysis; operations analysis.

Skill in: computer operation; use of modern office equipment; organization; motor vehicle operation.

Ability to: carry out instructions in written, oral, or picture form; deal with many variables and determine specific action; define problems, collect data, establish facts, and draw valid conclusions; read, copy, and record figures accurately; develop and maintain effective working relationships; interpret a variety of instructions in written, oral, picture, or schedule form; maintain accurate records; exercise independent judgment and discretion; communicate effectively; maintain confidentiality; resolve complaints from public; handle sensitive inquiries from and contacts with officials and general public; add, subtract, multiply, and divide; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; travel to and gain access to work site; work in a fast-paced and stressful environment; maintain professional disposition in all work environments.

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- Demonstrated self-motivation and ability to anticipate resources required for program success.
- We seek candidates with a demonstrated commitment to a diverse and inclusive workplace.

POSITIONS DIRECTLY SUPERVISED: None



Signature of Appointing Authority

09-26-2023

Date

Signature of Employee

Date