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## EMPLOYMENT OPPORTUNITY

<b>Position:</b>	<b>Program Administrator- Foster Grandparent Program</b>
<b>Department/Program:</b>	<b>Social &amp; Special Programs</b>
<b>Reports to:</b>	Director of Social and Special Programs
<b>Job Summary:</b>	Plan, develop, implement and provide oversight to service delivery and activities of Foster Grandparent Program. Responsibilities include: monitors program for compliance with federal, state, local and agency guidelines; plans, develops, and coordinates services; supervises and approves recruitment and enrollment of eligible participants; gathers data to be utilized in determining community services, education, or social service needs; writes proposals for federal, state and local grants; develops and implements fundraising strategies; collects data and writes regular reports; calculates and writes budget requests; supervises staff as assigned; collects data and prepares monthly, quarterly, and annual statistical reports on enrollment activities; gathers information and develops plans and proposals, and presents to community or other related agencies and/or organizations.
<b>Requirements:</b>	Completion of college education with a Bachelor degree (Master's preferred) in Social Service, Business Administration or related discipline and two years' experience in community service operation or equivalent combination of training and/or experience. Strong management, leadership and supervision skills; State of Ohio Driver's License and transportation (some/frequent travel required); weekends as needed and/or required; fingerprint & background checks conducted; Summit County residency.
<b>Salary:</b>	\$49,816.00 annualized/ \$23.95 per hour (Pay Grade 27)
<b>Benefits:</b>	Medical, Life, Dental, Vision, Prescription, 403-b Retirement Plan with employer matching, Paid Holidays, Employee Assistance Program and other benefits as applicable to work classification
<b>Classification/Schedule:</b>	Regular, Full-Time, Year-round
<b>FLSA Status:</b>	Exempt
<b>Posting Dates:</b>	<b>April 27, 2017 – May 12, 2017</b>
<b>Send Resumes/ Applications to:</b>	Akron Summit Community Action, Inc. Human Resources Department 55 East Mill Street Akron, Ohio 44308 <b>Or,</b> E-mail resume to <a href="mailto:resumes@ascainc.org">resumes@ascainc.org</a>

**NO PHONE CALLS.** Applicants selected for an interview will be contacted. Applications/resumes are kept on file for 6 months.  
For employment opportunities and other agency information visit [www.ascainc.org](http://www.ascainc.org)  
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