

# EMPLOYMENT OPPORTUNITY

<b>Position:</b>	<b>RECRUITMENT &amp; ENROLLMENT SPECIALIST</b>
<b>Department/Program:</b>	<b>HEAD START/EARLY HEAD START</b>
<b>Reports to:</b>	Recruitment and Enrollment Administrator
<b>Job Summary:</b>	Under direction, responsible for achieving and maintaining full enrollment of age eligible children (6 weeks to age 5); executes various recruitment strategies, complete assessment and eligibility determination, in accordance with established program standards and other applicable regulations and guidelines; input data into software tracking system; perform record keeping tasks and maintain children files for wait list, transfer, withdrawal and program termination; serve as liaison with community agencies, parent groups and families to promote program services; monitor children's files for up-to-date eligibility maintenance documentation and compliance; participate in home visits, as required; prepare and submit require reports; attend staff meetings, training and workshops; perform related duties as assigned
<b>Requirements:</b>	Completion of secondary education or equivalent and one (1) year demonstrated experience working in social service, and/or community action programs, or equivalent combinations of training and experience; computer literacy; must have a valid State of Ohio Driver's License and transportation, as position requires regular travel throughout the county; Summit County Residency required within 12 months of hire; criminal background checks conducted
<b>Pay Rate:</b>	\$12.41 per/hr., Pay Level 6
<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 / Full Year (12 months)
<b>FSLA Status:</b>	Non-Exempt
<b>Postings Dates:</b>	<b>05/25/2017 – continuous until filled</b>
<b>Send Resume/ Application to:</b>	Akron Summit Community Action, Inc. Human Resources Department 55 East Mill Street, Akron, Ohio 44308 <i>or</i> , e-mail resume to <a href="mailto:resumes@ascainc.org">resumes@ascainc.org</a>

\*This position is subject to Ohio Association of Public Schools Employees-Local 146 Participation  
**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) ;  
At-Will Employment / EOE