

JOB POSTING

INTERNAL X **EXTERNAL** X

Dorothy A. Geiken
Executive Director

Darin Gaylor
Board President

DATE: June 22, 2009

POSITION: Individual Development Account Coordinator – Part Time

DUTIES: Coordinate the operation of the Individual Development Account Program. Provide intake, orientation, supportive services and case management to eligible participants. Provide asset specific training sessions as necessary to assist participants to qualify for matched savings and asset development.

1933 E. Second St.
Defiance, OH 43512
419-784-5136

fax 419-782-5648

www.nocac.org

SUPERVISOR: Community Services Director

EXPERIENCE/TRAINING: An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: Minimum of an Associate Degree in Business, Social Work, Human Services or closely related field. Bachelor's Degree preferred. A minimum of two years case management experience with low-income individuals or families required. Two years of experience in consumer education. Experience in providing economic and homebuyer education preferred.

SALARY RANGE: Starting Pay is \$12.47/hr. depending on qualifications/24 hours per week

SUBMIT APPLICATIONS TO: NOCAC
Tami Lupton, HR Director
1933 E. Second Street
Defiance, Ohio 43512

DEADLINE FOR APPLICATION: June 29, 2009

INTERVIEWS WILL BE CONDUCTED: ASAP

JOB BEGINS: ASAP

APPROVED FOR POSTING:

W/22/09 PROGRAM DIRECTOR
W/22/09 HR DIRECTOR
DG 6/22/09 EXECUTIVE DIRECTOR

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toward Success

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Sulton, Henry

Paulding, and

Williams Counties

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