

ACCEPTING RESUMES

Position:	<p>Assistant Director OhioMeansJobs Post #232606100</p>
Job Description:	<p>Country Neighbor is Hiring an Assistant Director</p> <p>Country Neighbor Program, Inc., a nonprofit social service organization located in Orwell, Ohio is seeking a detail-oriented, passionate, reliable, and organized individual to provide administrative support to the Executive Director in the operations and management of the agency.</p> <p>403b Retirement Plan with Employer Match Paid Holidays - PTO Employer Paid Life Insurance Salary: \$45,000 - \$55,000</p>
Desired Skills:	<p>The ideal candidate is highly motivated, capable of managing their workload and prioritizing tasks in a fast-paced environment. Problem-solving, highly detailed, exceptional interpersonal skills, ability to assume responsibility, multi-task and work in a team environment, organized, knowledge of service area, basic math computations, accounting and record keeping. Associate Degree in related field preferred</p>
How to apply:	<p>Application may be made by forwarding a letter of intent, resume and references to:</p> <p>Mrs. Barbara Klingensmith, Executive Director Country Neighbor Program, Inc 39 South Maple Orwell, Ohio 44076 barbk@countryneighbor.org (440) 437-6311</p>
<p>OPEN DATE 1/5/2023</p> <p>CLOSE DATE 2/4/2023</p>	<p>If you need assistance or have any questions, feel free to contact: OhioMeansJobs-Ashtabula County, 2247 Lake Ave., Ashtabula, Ohio 44004. Phone: (440) 994-1234 Please complete the attached OMJ Employment Registration Form and return it to the OhioMeansJobs Center with the job title or job post number so we may assist you with your employment needs. Thank you and best of luck OhioMeansJobs Ashtabula County</p> <p>Like us on Facebook Follow us on Twitter</p>