

ACCEPTING RESUMES

Human Resources & Outreach Coordinator

OhioMeansJobs Post #233120874

Position:

**Job
Description:**

The Ashtabula County Educational Service Center is hiring a Human Resources & Outreach Coordinator

Human Resources Job Duties:

- Assist the Human Resources Director with recruitment, selection, hiring, and on-boarding process of job applicants.
- Coordinate and oversee the recruitment, selection, hiring, and on-boarding process for all county certified and classified substitutes.
- Assist in maintaining and managing the employee online database and personnel records and files.
- Assist the Human Resources Director with maintaining Local Professional Development Committee activities and Resident Educator documentation.
- Coordinates with Human Resources Director and district administrators as needed to compile and maintain updated staff credentials and salary placement documentation.
- Respond to internal and external human resources related inquiries or requests and provide assistance.
- Oversee the completion of all payroll and personnel required forms.
- Assists staff with enrollment and participation of professional development activities.
- Assist in the completion of background checks, make photocopies, mail, scan, and emails documents and performs clerical functions.
- Assist or prepare correspondence as requested.
- Other duties as assigned.

Outreach Coordinator Job Duties:

- Assist the community outreach team with outreach activities by maintaining and researching a calendar of potential outreach activities, including community events, workshops, appearances, and other communication opportunities.
- Assist in organizing and/or scheduling regular outreach exhibitions and presentations in the community.
- Assist in the organization of special events.
- Assist in developing a presentation outline and materials.
- Assist and coordinate development of outreach mechanisms, forums, information, materials, presentations, and displays including contributing to the newsletters, social media, and/or creating new media outreach and website content.
- Other duties as assigned.

**Desired
Skills:**

- Related post-secondary education and training such as an Associate's Degree or higher.
- Work experience in human resources and/or outreach/public relations is desirable.
- Specific, demonstrated knowledge and skills using Google Suite and Microsoft Suite software & social media venues.
- Experience in outreach and development of marketing materials and/or other presentation items is desired.
- Ability to follow complex instructions and recognize/correct errors independently.
- Ability to interact comfortably and confidently with the public. Congenial telephone etiquette.
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Commitment to keep current with skills essential to the objectives of the position.
- Consistently dependable and flexible. Open to performing new responsibilities.
- Proficient in office protocols, data entry, spelling, proofreading, and the correct use of grammar.
- Record maintenance skills. Ability to accurately compute and record mathematical data.
- Energetic self-starter, thorough, gives careful attention to details, and effective customer service.
- Respects personal privacy. Maintains the confidentiality of privileged information.

**How to
apply:**

Interested candidates should electronically submit a resume and three professional letters of reference to:

Christina Ray, Director of Human Resources
Ashtabula County Educational Service Center
christina.ray@ashtabulaesc.org

**OPEN DATE
10/21/21**

**CLOSE DATE
11/21/21**

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.
(Attachment #2)

Thank you and best of luck
OhioMeansJobs Ashtabula County

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