NEW JOB LISTINGS (January 2014)
New Opportunities

Jump Start Opportunities
Check out the Open Positions with JumpStart client and portfolio companies.

CAREER OPPORTUNITIES – COSE / Greater Cleveland Partnership - Here is a link to GCP and COSE open positions: http://www.gcpartnership.com/CareerOpportunities.aspx.

Career Opportunities – Positively Cleveland has several open positions. Learn more here: http://www.positivelycleveland.com/about/employment/. If you know someone that is interested, please encourage him/her to send resumes to hr@positivelycleveland.com. Please include the position of interest in the subject line. If you have any questions, please contact Jennifer DiFranco, HR Manager/Finance Administrator, at 216.875.6618 or jdfranco@positivelycleveland.com.

Career Opportunities – Global Cleveland LinkedIn Group – For regular job postings, join the Global Cleveland LinkedIn page titled Cleveland Recruiting – a Program of Global Cleveland. To join, visit this page: http://www.linkedin.com/groups?gid=3695814&trk=myg_ugrp_ovr

Career Opportunities – City of Cleveland
http://www.city.cleveland.oh.us/CityofCleveland/Home/Community/CareerCenter/CityofClevelandJobs

Beechbrook Careers
http://www.beechbrook.org/job-openings

Supreme Court of Ohio Job Postings
The Supreme Court of Ohio is no longer accepting applications that are e-mailed, mailed, faxed or hand delivered. All applications must be submitted electronically via http://careers.ohio.gov. 
http://www.supremecourt.ohio.gov/Employment/default.asp

Nestle Careers
http://nestlejobs.com/ohio/nestle-usa-jobs

Volunteer Administrators
https://fvaomemberclicks.net/community-job-postings

Community Health Center
http://www.commhealthcenter.org/jobs/

Non-Profit Jobs
http://www.nonprofitlist.org/OhioNonProfits.html

Geauga County Jobs
Quick Summary of All New Jobs Listed

Associate Director, Development
Facing History

Accounts Payable, Part Time
Office Works

Development Administrative Assistant
Wesleyan Senior Living Foundation

Facilities Manager
Lakewood Catholic Academy

Director of Grants and Fundraising
New Bridge

Administrative Assistant
CCG Automation, Inc.

Webportal and Social Media Manager
Global Cleveland

Senior Sales Associate
Greater Akron Chamber

President and CEO
Saint Luke’s Foundation

Client Care Manager
Zounds Hearing of Greater Cleveland

Executive Director
Slavic Village Development

Senior Associate
Wellspring Financial Advisors

Client Service Representative
Financial Planning Organization

IT Manager
Roscoe Medical

Executive Director
MedWish

Corrections Officers
The City of Maple Heights
Dispatchers
The City of Maple Heights

Director, Canopy Tours
Common Ground

Java Developer
JumpStart

Market Analyst
JumpStart

Administrative Team Lead
Youth Opportunities Unlimited (Y.O.U.)

Community Partner and Employer Relations Team Lead
Youth Opportunities Unlimited (Y.O.U.)

Customer Service Captain
Youth Opportunities Unlimited (Y.O.U.)

Youth Experience Team Lead
Youth Opportunities Unlimited (Y.O.U.)
NEW JOB LISTINGS (January 2014)
New Opportunities / Full Listing

Associate Director, Development
Facing History

Position description:
Facing History and Ourselves is an international educational and professional development organization whose mission is to engage students of diverse backgrounds in an examination of racism, prejudice, and antisemitism in order to promote the development of a more humane and informed citizenry. By studying the historical development and lessons of the Holocaust and other examples of genocide, students make the essential connection between history and the moral choices they confront in their own lives. Facing History reaches an estimated two million students annually through its network of 30,000 educators around the globe, providing the community and the broader education market with timely and relevant resource materials.

Job Duties
The Associate Director, Development will work with development leadership, the office director, advisory board members, and other staff to initiate, plan, and execute development and external affairs efforts in Cleveland to realize organizational fundraising goals and external affairs objectives. This will include prospect identification, cultivation, gift solicitation and closure, community outreach, and events. She/he is responsible for developing and achieving the operating plan goals, in conjunction with the Director of the Cleveland Office; supporting board activities; and s/he works to build the pipeline of annual and capital giving donors to ensure a growing stream of revenue. The Associate Director also works to advance Facing History’s visibility and profile locally in partnership with organizational leadership and Cleveland colleagues.

Responsibilities:
- Participate as a member of Facing History’s development team to create and implement strategies that secure higher levels of support for Facing History and Ourselves, and that connect to the global philanthropic community.
- Work with development leadership to establish annual revenue goals and a fundraising plan for Facing History in Cleveland, and provide regular reports on the progress of fundraising efforts.
- Serve as primary manager for a portfolio of current and potential major donors, conducting face-to-face prospect visits systematically with the aim of meeting and exceeding annual projections.
- In close partnership with the Office Director, work with the Cleveland Advisory Board, communicating Facing History’s financial model, securing their gifts, providing stewardship and support, identifying and cultivating new members, and overseeing sub-committee activities.
- Oversee Cleveland-based fundraising events including corporate events, house parties and special development projects.
- Interact with grant writing team on proposal writing, follow-up, and reporting to foundations.
- Leverage Facing History’s stellar reputation to reach out to community organizations, in an effort to cultivate relationships and develop new partnerships for Facing History.

Essential skills/qualities:
- BA/BS degree, along with 5-8 years of proven experience in fundraising
- Experience working with boards
- Ability to handle multiple assignments in a fast-paced non-profit setting
- Creative, self-starting organized professional with proven ability and the motivation to achieve a new level of organizational growth and fundraising as part of an organization-wide team
- Demonstrated leadership and supervision skills
- Genuine commitment to the mission of Facing History and Ourselves and ability to articulate the importance of the organization’s work
- Strong oral and written communication skills; ability to influence others
- Strong familiarity with local community, including non-profit, educational communities, and donor communities
Compensation and Benefits:
In addition to meaningful and rewarding work, Facing History provides an excellent compensation and benefits package including medical, dental, life, short-term & long-term disability insurance, a 403(b) program with a 10% organizational contribution, generous paid time off, an employee assistance plan & a travel assistance plan, pre-tax Transit-pass program, flexible spending health care and dependent care accounts, a voluntary vision plan, 4 voluntary Aflac plans, free parking and a friendly work environment.

To Apply
http://www2.facinghistory.org/Campus/Jobs.nsf/opencareers/EDBCC24392D09F7985257C3E005DBF12?open document

Accounts Payable, Part Time
Office Works
Seeking a part time (24 hours) experienced accounts payable processor for a client of mine in Chagrin Falls. Heavy data entry with a weekly check run. Days/hours to work are pretty flexible. Salary depends on experience.

To Apply
Send resumes to Tricia Markovic
President at The Office Works
440-821-9203
PO Box 2129 Cleveland, OH 44054
http://www.theofficeworks.biz
http://www.linkedin.com/pub/tricia-markovic/15/268/b85/

Development Administrative Assistant
Wesleyan Senior Living Foundation
Description
This position is 20 flexible hours per week and is responsible for providing basic support to implement the development program as required by the Vice President and other staff in relation to fundraising activities.

Job Responsibilities
Responsibilities for the Development Administrative Assistant include but are not limited to the following:
- Manage donor database (Raiser's Edge) and all related data maintenance, gift processing, report generating and donor receipts, acknowledgements and invoices.
- Complete regular reconciliation of gift records and prepare donor reports in partnership with the finance department to support agency records and filings.
- Prepare queries and reports to analyze donor trends and prospect lists.
- Coordinate and assist with special events and appeals.
- Interact with donors.
- All administrative duties associated with the Foundation office.
- Research of grant and funding opportunities.
- Develop and coordinate external email blasts and social media for the department.

Job Requirements
- Experience in resource development and Raiser's Edge (or comparable fundraising database) strongly preferred.
- Self-motivated and comfortable working both independently and collaboratively.
- Ability to handle sensitive and confidential information.
- Good people skills and experience in working with volunteers.
- Excellent oral and written communications skills.
- Organized with an excellent attention to detail.
Facilities Manager
Lakewood Catholic Academy

Position Overview
The Facilities Manager oversees the upkeep, improvements, housekeeping and operation of Lakewood Catholic Academy’s building and grounds. This position works with the Principal and Business Manager to develop, coordinate and administer plans to ensure the security and safety of the facility.

Essential Skills
1. Advanced knowledge of concepts of mechanical, electrical, and plumbing systems.
2. Strong leadership qualities and excellent managerial and interpersonal skills.
3. Strong organizational skills and the ability to multi-task.
4. Reasonable computer skills and understanding of accounting and budget systems.
5. Ability and willingness to follow direction given, and to perform assigned duties in accordance with application guidelines, policies, and procedures.

Primary Duties and Responsibilities
1. Ensure that the elementary school facility is safe and secure, including oversight and maintenance of electrical systems, plumbing, air conditioning, boiler/heating system, painting and repairs, grounds, and general cleanliness. Anticipate and report any future repairs and/or renovations needed.
2. Oversee maintenance and housekeeping standard operating procedures.
3. Prepare and implement preventive maintenance programs for all equipment, systems and components.
4. Maintain records for all mechanical systems, including, but not limited to, all requirements of local, state, and federal governments.
5. Coordinate and oversee all outside contractors that provide professional services to Lakewood Catholic Academy and ensure that current Certificates of Insurance and BWC Certificates are on file at the Finance Office prior to the scope of services provided.
6. Ensure all facility needs are met for scheduled events, including adequate maintenance staffing for major events.
7. Maintain operations during renovations and construction projects.
8. Supervise maintenance and housekeeping staff, including scheduling and approval of overtime, if necessary.
9. Work with the Principal and/or Business Manager on budgetary matters including financial feasibility of proposed new projects.
10. Provide staff support to the Facilities Committee of the Board of Directors.
11. Other duties assigned.

Requirements
1. Ability to walk and stand for extended periods.
2. Ability to climb stairs and ladders.
3. Ability to lift and carry materials in excess of thirty (30) pounds.
4. Ability to work irregular hours, including nights and weekends.
5. Willingness to be “on call” 24 hours per day.
6. Must have a valid Ohio driver’s license.
7. Must pass BCI/FBI background check and be VIRTUS trainable.
8. Preferred certification and/or licensing in HVAC, boiler maintenance and electrical.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as requested to meet the ongoing needs of the organization.
To Apply
Contact Paul J. Nickels
Director of Enrollment
Lakewood Catholic Academy
216.521.0559, ext. 3028
pnickels@lakewoodcatholicacademy.com
www.lakewoodcatholicacademy.com

Director of Grants and Fundraising
New Bridge

POSITION OBJECTIVE
The Director of Grants and Fundraising (the "Director") is accountable for providing leadership and strategic and tactical direction to fulfill NewBridge's goal of becoming a financially self-sustaining organization. The Director is responsible for successfully writing public and private sector grants; securing resources from individuals; running an annual campaign; and organizing events in support of initiatives aligned with NewBridge’s strategic plan.

DUTIES:
• Develop, monitor, and execute a comprehensive fundraising plan. Including timelines and budgets and encompassing private and public grants, local and national foundations. Individual gifts. events. And an annual campaign.
• Interact with and cultivate all levels of potential funding organizations including foundation staff. major donors. senior executives. and local state, and federal public representatives and elected officials. Attend targeted functions and events.
• Determine the funding pipeline and funding mix that will make NewBridge financially self-sustaining.
• Build and leverage committed and long-lasting relationships across all stakeholders. Including corporate partners and sponsors. Current and prospective donors. Community partners, and Board of Directors members.
• Understand program needs, seek foundation. Government and corporate grant opportunities, and prepare grant submissions and reports to funders.
• Manage a timely and accurate acknowledgement and stewardship process.
• Manage and monitor NewBridge’s donor database and provide relevant reporting.
• Perform donor and funder research to determine giving capacity and suitability as potential donors and funders and prioritize prospects based on this research.
• Oversee and manage planning and implementation of all NewBridge program and special events.
• Oversight of grants and fundraising staff. if any. Including volunteers assisting with any grant or fundraising work.
• Other duties as assigned.

QUALIFICATIONS:
1. Understanding of nonprofit operations and a passion for NewBridge’s mission, including the drive to lead the Center’s growth in both youth and adult programs.
2. Ability to use donor pipeline software to manage prospects, grant deadlines, and strategic prioritization of funding opportunities as well as reporting.
3. Ability to utilize social media to fundraise.
4. Ability to work independently with minimal supervision while communicating planned activities to the Executive Director.
5. Demonstrated success at winning grants or requests in excess of $1 million annually or multiple contributions totaling over $1 million annually.
6. Demonstrated expertise in fundraising from private and public sources, local and national foundations, individual gifts, events, and an annual campaign.
7. Understanding of the political dynamics surrounding federal and state legislation, as well as local political sensitivities that may impact organizational growth and development.
8. Ability to respond to changing demands, accept challenging opportunities, and make timely, sound decisions in alignment with these changes and opportunities.
9. Ability and willingness to learn new fundraising approaches as appropriate.
10. Ability to prioritize responsibilities to execute appropriate strategic initiatives timely and effectively.
11. Demonstrated ability to build and sustain partnerships and collaborate successfully across a diverse group of stakeholders to meet mutually agreed upon outcomes.
12. Bachelor’s degree (advanced degree preferred) with at least 7-10 years of progressive experience in fundraising and/or development.
13. In-depth knowledge of Cleveland area philanthropic community and government funding streams strongly desired: in-depth knowledge of national philanthropic landscape. Preferred.
14. Schedule flexibility to attend evening and/or weekend events.
15. Demonstrated commitment to teamwork and collaboration with staff, board and community leadership.
16. Exceptional verbal and written communication skills.
17. Excellent Interpersonal skills.
18. Fluency with Internet spreadsheets, word processing, fundraising database(s), and e-mail.
19. Ability to regularly travel locally and nationally with some overnight stays required.

APPLICATION INSTRUCTIONS
Please submit a resume and cover letter to jobs@newbridgecleveland.org.

Administrative Assistant
CCG Automation, Inc.

Exciting opportunity within a fast growing, privately owned business!! As an administrative assistant you will be responsible for providing administrative support to all levels of the organization. CCG Automation, Inc. is the premier building automation company in Northeast Ohio. Our customers enjoy the most comfortable and energy efficient buildings in the industry as determined by their ratings with the EPA’s Energy Star Program. Our employees are committed to raising the customers’ expectations and ensuring our customers have not only an energy efficient building but are comfortable as well. CCG Automation offers superior benefits: medical, dental, vision, life, disability insurance, 401K and profit sharing.

Job Description
The Administrative Assistant position provides office administration support to all levels and positions within the organization. As the Administrative Assistant you will be responsible for:

- Sales and Engineering support including pre-bid paperwork, proposal generation and tracking.
- All administrative tasks associated with project.
- Subcontractor management including:
  - Prepare subcontract agreements
  - Review and understand scope of work
  - Execute subcontract agreements
  - Obtain approval of subcontract invoices
  - Obtain all close out documents
  - Ensure subcontract compliance including: BCI/FBI background checks, DFWP, OBWC certificates, Lead Renovators, insurance information, bond information, lien waivers, material men affidavits.
- Service support including:
  - Field and log all incoming service calls via phone, email, or fax.
- Ensure safety processes are followed and provide support for weekly Tool Box Talks.
- Assist with any administrative needs required by the staff.
- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Answer phones and greet clients in a pleasant and courteous manner.
- Responsible for cleanliness/housekeeping of office environment throughout work week.
- Support and prepare for training sessions, company events, and meetings as required.
- Open and distribute mail daily.
- Assist Operations Coordinator with Accounts Receivable.
- Process Accounts Payable.
- Perform document preparation as needed.
- Keep employees’ trade magazines & memberships current.
- Maintain customer requirements and ensure credentials are current.
- Support sales department with all sales efforts including proposals, submittals, and presentations.
- Continuously identify areas needing improvement and recommending changes to increase effectiveness and productivity.
- Assume additional responsibilities as needed and approved by management.
- Maintain professional and technical knowledge.

The ideal candidate is independent; process and detail oriented, motivated, enjoys working with others, and has proven success working in a fast paced environment. If you have this skill set and you are looking for growth opportunities apply today for this position today!

**General Performance Criteria:**
- Understanding of the OFCC (Ohio Facility Construction Commission) procedures a plus.
- Understanding of construction related documentation and work flow a plus.
- Develop and maintain a cooperative working relationship with members of the company, clients, and other outside contacts.
- Manage multiple projects and tasks while remaining very organized.
- Ability to work as team player, be flexible, and maintain positive attitude.
- Anticipate and be able to meet short and/or unpredictable deadlines.
- Proactively look to continually improve processes and procedures.
- Understand and adhere to company policies and procedures.
- Recognize and utilize the company’s resources effectively and efficiently.
- Plan, organize, and carry out assigned job responsibilities within established time parameters.
- Maintain confidentiality.
- Conducts self-study to improve knowledge of required job skills and stay abreast of industry changes.

**Technical/Experience/Education/Skills:**
- Competent working with Microsoft Word, Excel, Outlook, Power Point.
- Reporting Skills, Administrative Writing Skills, Managing Processes, Organization, Analyzing Information, Professionalism, Problem Solving, Supply Management, Inventory Control, Verbal Communication
- Self-motivated with the ability to work with minimal supervision.
- Extensive overall computer experience.
- Excellent organizational and oral/written communication skills.
- Strong customer service skills.

**Physical Demands**
- While performing the duties of this job, the employee is regularly required to talk and hear, walk, sit, and use hands to operate computer keyboard and telephone.
- The employee is sometimes required to reach with hands and arms; climb or balance; and stoop, kneel, or crouch; crawl.
- The employee will be required to occasionally lift up to 25 lbs.
- Be able to stand for extended periods of time.
- Specific vision abilities include close vision, distance visions, color vision, depth perception, and ability to adjust focus.

**Other Responsibilities**
- Must be courteous and diplomatic.
Business is to be conducted with the highest level of personal integrity.
- Maintain a positive demeanor.
- Must have neat personal appearance (business casual).

**Other Requirements**
- Ability to pass drug screening.
- Ability to pass formal background check.
- Ability to prove U.S. Employment eligibility.

**To Apply**
Kristin L. Bisco, 440-666-4846, kristinbisco@yahoo.com

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**Webportal and Social Media Manager**

**Global Cleveland**

**Overview:**
This is a full-time position responsible for managing and updating all aspects of the Webportal and for the management and interactivity of all social media platforms. This individual has a strong technology background and will report to the Marketing Executive where they will participate in developing the technology-based strategies and tactics to grow traffic to the Webportal and social media sites including effective data analysis of traffic engagement and conversion.

**Responsibilities**

1. **Daily updates to the Webportal media and video content:**
   a. Regularly schedule and video tape “Why I moved to CLE” and other quick interview videos
      i. Upload to GC Youtube channel, place in appropriate play list
      ii. Link to Video player on Home page
   b. Management of media partner feeds into the various news placements throughout the site
   c. Blog/eNEWSLETTER, News/Press, Press Kits, Community Marketing Kits
      i. Working with Newsletter manager, ensure proper linkages and archiving of newsletters within the blog site
      ii. Assure regular updates by guest bloggers
      iii. Oversee placement of all materials and provide trouble shooting and/or customer assistance to anyone seeking to access this content (press, community members)
   d. **Adding/changing Articles**
      i. Manage the technology aspects of page creation, menu changes as needed

2. **Social Media**
   a. Develop strategies and tactics to grow each social media site’s converted audiences (likes/followers)
      i. Evaluate current social media sites to determine those most effective in meeting the overall goals of the organization
      ii. Provide daily interactive content and engagement on the sites
      iii. Develop tactics to drive Social media audiences to the Webportal

3. **Analytics**
   a. Define a reporting structure that effectively provides information relevant to:
      i. understanding all aspects of visitor traffic and conversion
      ii. evaluating promotional campaigns
      iii. refining the portal content and structure
      iv. determining the effectiveness of social media strategies
   b. Produce weekly reports with corresponding analysis of data as it pertains to key areas of measurements (i.e. organization goals, portal functionality and user engagement, traffic sources and conversion)

**Technical Requirements**
• Proficiency in Joomla and associated widget assets with a minimum of one year prior experience managing or developing a Joomla site
• Experience and proficiency in Salesforce Software and its function within marketing campaigns and report creation
• Hootsuite management and reporting systems
• Proficiency in managing social media platforms as marketing assets including, but not limited to: LinkedIn, Facebook, Twitter, YouTube, Instagram, Pinterest etc.
• Experience with Google Analytics including report structures and tracking
• Experience with Social media analytics including Facebook, LinkedIn, and Twitter etc.

**Senior Sales Associate**  
**Greater Akron Chamber**  

**SCOPE OF POSITION:**  
The Senior Sales Associate reports to the Vice President, Membership and is responsible for selling new annual memberships to businesses in the Greater Akron region. Compensation includes a base salary, plus commission, standard benefits package and monthly expenses reimbursed. This position is required to spend a significant portion of time in the field, calling on businesses and developing new leads.  

**MAJOR RESPONSIBILITIES:**  
- Sell tier memberships and promote the Greater Akron Chamber benefits and programs.  
- Achieve and surpass set quotas and membership goals.  
- Increase overall sales as well as value per sale.  
- Assist with the implementation of targeted sales projects.  
- Attend, assist and represent the Greater Akron Chamber at networking events and assigned meetings.  
- Input new member comments or requests into member database.  
- All other duties as assigned.  

**SKILLS, TRAINING AND ABILITIES:**  
- Minimum three to five years sales experience  
- Minimum of a High School Diploma, Bachelors Degree a plus  
- Association or nonprofit experience a plus  
- Proven ability to exceed goals  
- Demonstrated record of success selling an intangible product  
- Ability to understand and effectively communicate realistic Greater Akron Chamber benefits to potential members  
- Excellent PC skills a must  
- Valid Ohio Drivers License  

**MEASUREMENTS & OUTCOMES (UPDATED ANNUALLY):**  
- Must demonstrate ethical salesmanship  
- Meet new membership goals  
- Exceed established quotas  

**To Apply**  
Chad Hamman, Vice President, Membership  
Greater Akron Chamber  
Phone: 330.237.1247  
hamman@greaterakronchamber.org
President and CEO
Saint Luke’s Foundation
Healthy people. Strong communities. Resilient families. These are the key strategic focus areas of the Saint Luke’s Foundation (www.saintlukesfoundation.org), a private hospital conversion foundation located in Cleveland, Ohio, dedicated to improving and transforming the health and well-being of individuals, families and communities. Since its establishment in 1997 with the charitable assets of the Saint Luke’s Medical Center, the Saint Luke’s Foundation has awarded more than $100 million in grants to organizations across Greater Cleveland working to create lasting change. The Foundation seeks candidates for its next President and CEO, a replacement position.

THE POSITION: PRESIDENT AND CHIEF EXECUTIVE OFFICER
The Saint Luke’s Foundation seeks an accomplished and creative nonprofit leader with a solid commitment to improving the lives of people through effective community philanthropy. Reporting to the Board of Trustees and its Chair, the President and Chief Executive Officer of the Saint Luke’s Foundation acts as the duly authorized representative of the Board in all matters of the Foundation and Medical Center unless otherwise directed by the Board. He or she will have a deep understanding of the challenges and opportunities in the Greater Cleveland community and how philanthropy can stimulate creative solutions. The President and Chief Executive Officer organizes and leads the staff and all of the Foundation’s functions to advance the Foundation’s mission, ensuring the impact of the Foundation’s work is maximized by strong alignment of the Foundation’s decision-making with community needs, diligent tracking of results and implementation of lessons learned. The President and Chief Executive Officer is responsible for organizing and deploying Foundation resources to achieve outcomes and learning in the Board-approved program strategies. The new leader also will assume responsibility for managing the limited remaining liabilities of the former Medical Center such as pension and benefits administration.

SELECTED KEY DUTIES AND RESPONSIBILITIES:

- Develop and implement annual goals, operating plans, budgets and a grantmaking agenda consistent with the mission and vision of the Foundation, subject to approval by the Board.
- Serve as the Foundation’s chief spokesperson and direct all internal and external communication efforts.
- Work with Board Chair to ensure that trustees understand the work of the Foundation and are engaged effectively in its governance; serve as the official foundation representative and ex officio voting member of the board.
- Manage and mentor a staff of 10 professionals; promote cross-disciplinary collaboration; ensure that all policies, procedures, and practices reflect the values established by the Board and ensure advancement of the mission and vision.
- Engage the Board to periodically challenge and validate the mission, vision and values.
- Direct all grantmaking activity to focus on achieving Board-approved strategies of Healthy People, Strong Communities, and Resilient Families and address the key capacity areas of Collaboration, Communication, Leadership Development, Policy/Advocacy and Outcomes and Learning.
- Oversee Foundation investment managers, applying Board-approved investment policies.
- Guide finance team to ensure timely, accurate financial reports and responsible stewardship of assets.
- Ensure full compliance with all local, state and federal laws, including the filing of all taxes, registrations and other legal documentation required for private foundations.
- Establish appropriate risk management practices to reduce liability to the Foundation and its assets.
- Resolve Medical Center liabilities including the Defined Benefit Pension Plan; Worker’s Compensation; Post Retirement Medical and Life Insurance; Physician Deferred Compensation; and Claims Management.
- Engage and collaborate with other foundations, civic organizations, and government agencies to effectively implement the Foundation’s mission and vision.

DESIRED QUALIFICATIONS:
Bachelor’s degree in any field required; a master’s degree in business administration, health administration, nonprofit administration, public health, or related discipline preferred
Proven leader with sound business judgment, managerial courage, and strong administrative skills
Executive-level experience in nonprofit governance and operation and reporting to a Board of Trustees
Deep roots and leadership experience in the Cleveland nonprofit community
Knowledge of community needs in the operating area(s) of the Foundation
Genuine compassion and concern for the underserved along with the passion to address their needs
Outstanding communicator with experience in dealing with the media
Collaborator and team builder with excellent interpersonal skills and ability to build genuine relationships on behalf of the Foundation with a broad spectrum of constituents
Entrepreneurial spirit; able to identify emerging priorities and how the Foundation might address them
Evident commitment to diversity and inclusion

For Consideration: Applicants and sources may call or send credentials immediately to:
Herbert Smith, Ph.D., or Jennie Dawes – Subject Line, “SLF”
H C Smith Ltd.
24000 Mercantile Road, Beachwood, OH 44122
OFFICE: (216) 752-9966 or (800) 442-7583
E-MAIL: jennie@hcsmith.com // www.hcsmith.com

Client Care Manager
Zounds Hearing of Greater Cleveland

We are looking to hire Client Care Managers (CCM) for two stores that will be opening in Northeast Ohio in February and March of 2014. The first will be located in Brooklyn, OH, and the other in Mayfield Heights, OH. This is an excellent opportunity to join a growing business and use your customer service skills to assist our clients in choosing the best solutions to their hearing loss. You will be on the “front line” of the business and will help to create a positive first impression. An engaging and caring personality is critical in helping our clients improve their hearing and their lives.
Zounds Hearing, the fastest growing hearing aid manufacturer in the US, has helped thousands of clients with mild to severe hearing loss discover the Zounds Difference – breakthrough hearing aid performance, exceptional value, and a convenient client-centric approach to service.

Your responsibilities:

- Oversee the overall operation of a store, coordinating client care, and following store opening and closing procedures.
- Receive all inbound phone calls and inquiries, and convert a high percentage of these calls to scheduled hearing exams.
- Schedule appointment and manage appointment reminders
- Counsel clients and caregivers on proper hearing aid care to achieve high levels of product satisfaction.
- Support business development and sales efforts by making outbound phone calls to set up meetings and discuss the benefits of working with Zounds Hearing.
- Become knowledgeable and proficient on Zounds’ POS systems and other required software programs
- Proactive in troubleshooting issues and be willing to work independently to solve problems
- Support business development and sales efforts by making outbound phone calls to set up meetings and discuss the benefits of working with Zounds Hearing.

Qualifications/Attributes

- Warm, outgoing, and friendly demeanor
- Enjoys helping and assisting clients, particularly senior citizens, to improve the quality of their lives
- Willingness and patience to build relationships with customers
- Good work ethic and very reliable
- Ability to work closely with management and other employees to achieve successful client outcomes
- Independent and able to make good business judgment
- Organized with the ability to multi-task and keep the office running smoothly.
- Excellent phone skills
- Computer proficient with Microsoft Office and able to learn new online tools including customer relationship software
- Previous experience in retail, medical office environment or home health care administration is preferred.

**Compensation and Benefits**
This is a full-time position and store hours will be from 9am to 5pm, Monday thru Friday. Pay will be commensurate with experience at $11 to $14 per hour. The position also includes a performance-based bonus system, 401k program, paid holidays, and other benefits. Some candidates may be interested in our sales training program, which is an opportunity to train to become a licensed hearing instrument specialist.

**To Apply**
Please send your resume and a written introduction to resume@zoundscleveland.com

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**Executive Director**
**Slavic Village Development**
The Executive Director will lead Slavic Village Development, an entrepreneurial, creative, highly productive community development corporation with an annual budget of $1.4 million and an expert staff of 15 (including full and part time). The Mission of the organization is to “promote, empower, and build Broadway Slavic Village as a thriving diverse community”. Slavic Village Development serves the Cleveland community of Broadway Slavic Village with 22,000 residents, located just south of downtown.

**Roles include:**
- Convening, and Collaborating: Coordinating, empowering, and/or leading constituencies, block clubs and stakeholders
- Physical Development: Site assembly, adaptive land reuse, real estate project development holding, managing, and maintaining property
- Technical Assistance: For businesses, residents, groups, and stakeholders
- Marketing: Of Broadway Slavic Village, programs, events, businesses, and homes
- Planning, Catalyst & Change Agent: Identifying and implementing catalytic plans and projects that enable the community to thrive in a changing world

**Job Responsibilities:**
- Financial Management: Assure the organization’s financial health by overseeing the development and adherence to operating budgets including developing financial performance measures and monitoring performance results. Ensure best practice financial management strategies are followed and compliance requirements specific to various funding sources are met.
- Fund Development: In support of the budget, ensure adequate agency funding by developing and implementing strategies to raise needed capital through fundraising events, direct appeal, grant writing, and fees for service.
- Real Estate Development and Management: Balancing SVD’s Mission with financial prudence, oversee the development and management of real estate in accordance with SVD’s goals.
- Manage and Support SVD staff: Maximize the productivity and effectiveness of SVD staff through sound personnel management strategies including up-to-date job descriptions, regular performance reviews, frequent feedback, and opportunities for growth.
- Board Relations and Support: Support the work of the Board of Directors through Board oversight, engagement, and active communication. Provide, in a timely manner, information and materials required for Board meetings, review, and decision-making. Assist in the identification, recruitment and retention of Board members.
- Strategic Planning: Oversee the development and implementation of SVD’s annual Strategic Plan, as well as specific project and neighborhood plans. Assure that planning efforts reflect the organizational vision and mission; are transparent; and include a robust community engagement component.

- Organizational Management: Measure and review progress on SVD’s Annual Strategic Plan, and related programs, projects and initiatives. Regularly report performance results to the Board and staff, including identifying and recommending program enhancements or corrective actions.

- Leadership & Outreach: Build and maintain both an excellent community ‘brand’ and a positive organizational image through strong relationships with residents, businesses, and stakeholders within the community and beyond. Assure that SVD maintains strong inclusive community engagement initiatives that actively seek resident opinion and empowerment. Serve as the ‘face’ of the organization and primary spokesperson to city, county, state and federal regulatory agencies, outside investors, and the community.

- Slavic Village Recovery (SVF) Project Oversight: Provide day-to-day management of the SVR Project Manager. SVR is a residential re-development pilot project which leverages the expertise, capacity, and relationships of the SVR ownership partners (Forest City, Robert Klein/RIK Properties, Cleveland Neighborhood Progress, and SVD,) to acquire, rehab, and sell or rent one and two family homes as part of a comprehensive redevelopment strategy.

An ideal candidate will be:
- A strategic thinker adept at overcoming obstacles and recalibrating to achieve desired outcomes
- A visionary leader at organizational, community, (and city-wide levels
- A good listener able to hear and reflect multiple points of view
- Willing to lead from behind, but make tough decisions when necessary
- A creative problem solver comfortable working in a constantly changing environment
- A clear communicator who speaks well in front of a wide variety of audiences
- Passionate about urban neighborhoods; energized by Broadway Slavic Village’s challenges and opportunities
- Skilled in marketing, & image building
- Able to bring a sense of humor and teamwork to support SVD’s entrepreneurial, ‘can-do’ organizational culture
- Experienced in grant writing and fundraising
- Experienced in non-profit organization management

Preferred Minimum Qualifications:
- 10 years’ experience in community development, economic development or related field
- Experience in managing and leading a staff
- Demonstrated experience in fund development
- Housing and/or commercial real estate development experience
- Track record in developing and managing budgets

Resumes may be submitted to resumes@slavicvillage.org. Deadline for submission of applications: February 3rd

Senior Associate
Wellspring Financial Advisors
Wellspring is an independent wealth management firm. We offer holistic financial services to high net worth individuals and families including investment advisory, income tax planning and compliance, financial and estate planning, risk management and other multi-family office services. We are seeking a confident, motivated, self-starter to join us. We seek to hire and develop employees who embody our standards of excellence. This position offers long-term career growth across multiple financial disciplines. We offer a competitive compensation and benefits package including long-term incentive compensation.

ROLE SUMMARY
• Assist in preparation and review of Federal, State and Local individual, partnership, S-corporation, and trust income tax projections and returns
• Preparation and review of financial and investment deliverables
• Execute a client service plan on complex engagements and work closely with the Directors in exceeding our client’s expectations
• Engage in planned and impromptu financial conversations with clients
• Initiate continuous improvement through leverage of new or existing technology

EXPERIENCE AND EDUCATION
• Ideal candidate has 2 to 4 years tax and financial planning experience
• CPA or CPA candidate
• Individual and pass-through entity taxation experience preferred

SKILLS AND COMPETENCIES
• Strong commitment to professional and client service excellence
• Superior verbal and written communication skills
• Detail and deadline oriented
• Professional mindset
• Multi-tasking
• Resourceful
• Self-starter

To Apply
Contact: Donna Thrane, Director
dthrane@wellspringadvisorsllc.com
5885 Landerbrook Drive, Suite 205
Cleveland, Ohio 44124

Client Service Representative
Financial Planning Organization
Organized, disciplined college graduate with the ability to provide outstanding client service in a high performing financial services organization. The CSR must have the ability to research various issues using office and broker-dealer resources for the advisor and clients including: investment products, insurance, taxes, retirement and estate planning. The CSR works with the financial services team to manage all aspects of client meetings/service including gathering information, research, analysis, organizing prepared materials and all follow-up from client meetings. The successful candidate will demonstrate a strong sense of responsibility with all client service. Must be able to work in a small office environment and build strong working relationships with the entire team.

Education and Training
Bachelor’s Degree required
Strong computer skills are required (Windows computers, database, internet, Word, Excel)

To Apply
To be considered, please submit your resume to lnielsen@thenielsengroup.com

IT Manager
Roscoe Medical
Basic Function
Solves organizational information problems and requirements by analyzing needs, managing staff, researching and implementing strategic technological solutions, recommending system controls and protocols. Hands on leader capable of balancing competing objectives and deadlines.

Core Competencies
Strong critical thinking and problem solving skills
Well-developed interpersonal skills and the ability to work with diverse personalities
Ability to grasp complex situations and quickly develop plans to deliver results
Solid knowledge and understanding of end-to-end computing
Excellent written and verbal communication skills
Sound technical understanding/management
Positive attitude and personality

Responsibilities
- Supporting all primary business applications (P21 / Latitude WMS / EBA / Salesforce etc.)
- Providing leadership and managing staff of direct reports in the IT department (Network Administrator and Database Analyst)
- Main point of contact for vendor-related support
- Leading all report building and delivery efforts in order to support all business units
- Prepares technical reports by collecting, analyzing, and summarizing information and trends
- Leveraging functionality of existing primary business applications as well as recommending additional technology solutions
- Managing the implementation of data systems and monitoring their effectiveness in meeting business unit needs
- Determines operational objectives by studying business functions; gathering information; evaluating output requirements and formats
- Improves systems by studying current practices; designing modifications
- Recommends controls by identifying problems; writing improved procedures
- Defines project requirements by identifying project milestones, phases, and elements; forming project team; establishing project budget
- Completes projects by coordinating resources and timetables with user departments
- Maintains system protocols by writing and updating procedures
- Provides references for users by writing and maintaining user documentation; providing help desk support; training users
- Maintains user confidence and protects operations by keeping information confidential
- Maintains organization’s effectiveness and efficiency by defining, delivering, and supporting strategic plans for implementing information technologies
- Recommends information technology strategies, policies, and procedures by evaluating organization outcomes; identifying problems; evaluating trends; anticipating requirements
- Maintains quality service by establishing and enforcing organization standards
- Leading all IT-related integration efforts with regard to future acquisitions
- Developing and managing departmental budget
- Managing the department’s hiring, promotion and review processes

Education/Experience
- Bachelor’s degree in computer science or other related field
- 3+ years of direct managerial experience
- Project management skills a plus
- Prior experience with Epicor P21 ERP software ideal
- Clear understanding of Microsoft SQL and building SQL based queries & reports a significant plus
- SSRS (SQL Server Reporting Services) knowledge a plus

To Apply
Interested parties should email resume and salary requirements to HR_Email@roscoemedical.com. Please indicate that you saw the posting in this Job Opportunities email.
Executive Director
MedWish

SUMMARY:
The Executive Director, under the direction of the Board President, will have overall strategic and operational responsibility for MedWish’s staff, programs, growth and the consistent achievement of its mission and financial objectives.

RESPONSIBILITIES:
Leadership & Management
- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals
- Actively engage and energize MedWish’s volunteers, board members, event committees, alumni, partnering organizations, and funders
- Develop, maintain, and support a strong Board of Directors: serve as ex-officio of each committee, seek and build board involvement with strategic direction for both ongoing local operations as well as for the national rollout
- Lead, coach, develop, and retain MedWish’s high-performance senior management team. Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents

Fundraising & Communications
- Expand local revenue generating and fundraising activities to support existing program operations and regional expansion
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand
- Use external presence and relationships to garner new opportunities

Planning & New Business
- Begin to build partnerships in new markets, establishing relationships with the funders, and political and community leaders at each expansion site
- Execute the Strategic Direction developed by the staff, board and key stakeholders.
- Be an external local and national presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for regional and national replication

QUALIFICATIONS:
The Executive Director will be thoroughly committed to MedWish’s mission. All candidates should have proven leadership, coaching, financial and relationship management experience. Concrete demonstrable experience and other qualifications include:

Visionary Leadership and Passion for Our Mission
- Unwavering commitment to quality programs and personal connection to our mission
- Ability to provide inspirational leadership and direction to staff; excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams and set and achieve strategic objectives
- The ability to maintain personal and professional equilibrium in the face of overwhelming demands on limited resources
- Proven track record with regionally and/or nationally scaling a performance- and outcomes-based organization and staff

Confident and Natural Communicator and Connector
- Past success working with a Board of Directors with the ability to cultivate and excite existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with
excellent interpersonal and multidisciplinary project skills

**Proven Fundraising Skills and Financial Savvy**
- Experience establishing and successfully managing a budget in a growing organization
- Ability to set clear priorities, delegate, and guide investment in people and systems; keen analytic, organization and problem solving skills, which support and enable sound decision making
- A track record of effectively building relationships to grow fundraising dollars and widen the network of supporters
- Experience with generating and measuring appropriate performance metrics and maintaining financial stability

**Other Requirements:**
- Prior nonprofit experience and minimum of 5 years of senior management experience required
- Advanced degree, ideally an MBA or MPA, with ability to develop strategies and translate them into operating procedures, taking an organization to the next stage of growth
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

**To Apply**
Please forward COVER LETTER and RESUME to:
search@MedWish.org
Or mail to: Executive Director Search, MedWish International, Inc.,
17325 Euclid Avenue, Cleveland, Ohio 44122

**Corrections Officers**
**The City of Maple Heights**
CO’s perform daily operational activities of the facility; books, searches & releases of prisoners; maintains control over sensitive security items; administers & supervises meals, visitations, recreation & work assigned to prisoners. We require a high school diploma or G.E.D. Must be at least 18 years old & willing to work rotating shifts, wknds, nights, holidays & overtime. Qualified candidates will receive a polygraph exam, criminal background investigation, pre-employment drug and alcohol screening and physical exam. Must possess a valid Ohio Driver’s License. Qualified applicants should submit a cover letter, resume and employment application. Copies of state certifications are encouraged. Position is open until filled. NO PHONE CALLS PLEASE.

**EEOC/Drug Free and Tobacco Free**

**To Apply**

**Dispatchers**
**The City of Maple Heights**
Responsible for dispatching emergency and non-emergency calls to police and fire personnel. Preferred applicants will receive a polygraph exam and background investigation, drug and alcohol tests and pre-employment physical; ability to work changing shifts, weekends, nights, holidays and overtime; possess strong communications skills; ability to perform light administration functions, to include typing/filing; We require a high school diploma or G.E.D. Qualified applicants may submit application to Department of Human Resources, 2nd Floor, Maple Heights City Hall, 5353 Lee Road, Maple Heights, Ohio. Positions open until filled.

**To Apply**
**Director, Canopy Tours**  
**Common Ground**

Common Ground seeks now to hire a full-time Director to lead the operations, manage the staff and assist in the promotion of its Canopy Tours, which are scheduled to open in June 2014. The start date will be as soon as the right candidate is identified and the offer is made. The position will remain open until filled.

Roles and Responsibilities include:

- Organizational integrity, effectiveness and success
- Leadership, employee relations and management
- Risk Management
- Oversee entire Canopy Tour operation
- Hire and manage staff; coordinate scheduling
- Ensure safety of staff and guests
- Manage financial operations
- Keep current with market and initiate positive changes
- Maintain accurate and current records
- Promote and market operations
- Other roles and responsibilities as directed by the Executive Director, as the Canopy Tour prepares to open and as needed when open

**Education and Skill Requirements:**

- College degree preferred
- Minimum of 4 years of direct and collaborative management experience
- Demonstrated leadership ability and in a multi-task environment
- Desire to work outdoors and capable of working at heights
- Experience in developing staff and providing a positive, customer-service guest experience
- Exhibit a strong work ethic and initiative
- Detail oriented
- Current First Aid, CPR, AED Certification
- Proficient computer skills; working knowledge of Microsoft Suite
- Strong oral and written communication skills
- Ability to handle demanding work schedule, which may include weekends
- Ability to delegate appropriately
- Comfortable giving and receiving feedback
- Is flexible and a self-starter
- Safety-oriented
- Proactive in approach with strength in making good, sound and safe decisions

**To apply:** Email cover letter and resume to: cground@commongroundcenter.org  
Subject line: Director, Canopy Tours  
To apply by US mail, send cover letter and resume to:  
Common Ground  
ATTN: Hiring Manager  
14240 Baird Road  
Oberlin, OH 44074
Java Developer
JumpStart

Experience, Skills, Background, Style
1. Minimum of 2 – 3 years experience in Java web development (see details below)
2. Experience working in an early stage company, or a similar fast paced, rapidly changing environment
3. Flexible, nimble, self-starter, candid, reliable, dependable, honest, thick skinned, unflappable
4. Required skills:
   - Struts 1.3.x
   - JDBC
   - JNDI
   - ANT
   - Eclipse
   - MySQL 5.x
   - SQL
   - Tomcat 6.x, 7.x
   - Apache 2.2.x
   - phpMyAdmin
   - Linux
   - Design Patterns: MVC, DAO, POJO, Singleton, etc.

Preferred skills:
- Hibernate
- Spring
- Maven

To Apply
http://jumpstartinc.force.com/careers/ts2__JobDetails?jobId=a1h400000008er0AAA&tSource=&spMailingID=7581773&spUserID=ODQ5MzcxNTkyS0&spJobID=105079312&spReportId=MTA1MDc5MzEyS0

Market Analyst
JumpStart

Company Overview
JumpStart Inc. is a non-profit venture development organization working to create economic transformation in Northeast Ohio and across the U.S. by securing and providing resources to entrepreneurs leading high potential, early-stage companies. In doing so, the entrepreneurs grow their companies and create globally-sustainable jobs more rapidly. JumpStart has a specific focus on economic inclusion and activities that increase the success of minority and women entrepreneurs in growing high impact companies. JumpStart is also a champion of the entrepreneurial economy, in order to secure a continuous stream of resources for entrepreneurs. JumpStart engages--and acts--with federal, state and community policy makers and civic leaders, as well as leaders in the venture capital and angel investing communities, to secure resources necessary for growth; often, those resources go to entrepreneurs directly or are deployed by other non-profit organizations or investors.

Position Overview
A part of the Marketing team but supporting the entire organization, the Market Analyst is responsible for gathering and interpreting data, formulating reports, and making recommendations based upon the research findings. The Market Analyst works closely with internal stakeholders across the organization as well as external customers, clients and partners to understand, document and analyze data against business objectives. The Market Analyst applies qualitative and quantitative techniques to interpret the data and produce substantiated recommendations and publicly available reports.

Essential Job Functions
20% - Design and lead gathering of custom data.
• Devise and evaluate methods and procedures for collecting quantitative and qualitative data, such as surveys, opinion polls, or questionnaires to ensure necessary data is capture, or arrange to obtain existing data.
• Collaborate with others in the organization to validate processes and gain agreement to research approach.
• Oversee data and research processes, including providing leadership to the NEO ESP (Network) in semi-annual data collections.

35% - Be the leading voice on data-based outcomes.
• Conduct in-depth data analyses
• Translate complex findings into summaries which are meaningful to the target audience and meet the objectives of communicating the data.
• Collaborate with others to translate these findings into materials which communicate to our desired audiences, including via written text, graphics, reports, or other data presentations.

15% - Track and scrub collected data
• Ensure data collected is accurate to the best of our ability
• Work closely with partners and entrepreneurs in our markets to ensure data integrity

20% - Be the primary leader in understanding and accessing databases of information available for JumpStart’s use through CWRU, paid databases (e.g. VentureSource), other available databases (Federal or state government data which is publically available) and other ad hoc reports or summaries.
• Monitor industry statistics, use databases to gather information, and follow trends and forecast using available data.
• Lead the organization in the preparation and communication of venture and angel capital data, including leadership of the annually-prepared Venture Capital Report.

Additional Duties & Responsibilities
• Recommend and/or create methods of tracking/analyzing internal data more effectively including (but not limited to) auditing current reports, investigating new systems and automating processes.
• Working with an intern (when available) to oversee data input.
• Other duties as assigned.

Decision-Making Responsibility
The Market Analyst must interpret key data for the organization, the region and other clients/partners with whom JumpStart works. S/he must be able to prioritize in a fast-paced, rapidly-changing environment. S/he must be an excellent communicator, a reliable team member, an innovative thinker and a detailed individual.

Physical Demands/Working Conditions
Normal office conditions. Travel expected but relatively limited (<20%) in and out of region.

Required Qualifications
Education, Training and/or Experience
• A minimum of 3 years within the Market Research or Data Analytics industries
• Strong analytic and critical thinking skills
• Exceptional written, oral, and presentation communication abilities
• Bachelors or advanced degree in business, mathematics, or the sciences

Knowledge, Skills, Abilities
• Expertise with Excel and Powerpoint as well as proficiency with other Microsoft Office Suite software

To Apply
Administrative Team Lead  
Youth Opportunities Unlimited (Y.O.U.)

Summary
The Administrative Team is responsible for monitoring and maintaining paper and electronic program records, enforcing compliance rules and guidelines pertaining to program records and payroll, and overseeing payroll processing and payroll inquiry resolution. The Team Lead will supervise and lead the Team to complete assigned projects and tasks throughout summer programming.

Essential Functions
1. Provide active management and supervision to administrative staff.
2. Ensure data integrity by having team conduct program record audits (both electronic and paper).
3. Communicate with other team leads to resolve any data discrepancies.
4. Monitor payroll processing to ensure weekly payroll deadlines are met.
5. Communicate with program participants, Y.O.U. summer staff, and our payroll-processing partners to resolve payroll inquiries.
6. Ensure team project and task deadlines are met.
7. Meet weekly with the Summer Youth Employment Program management staff and team leads.
8. Provide ongoing reports to management staff and team leads.
9. Conduct weekly team meetings and additional meetings as needed.

Competencies
1. Business Operations
2. Technological Applications
3. Internal Audit Management
4. Critical Thinking
5. Operational Effectiveness

Qualifications
1. Bachelor’s Degree in Accounting, Business Administration, Finance, Information Systems, or other related field
2. 1-3 years of management experience
3. Experience working with and meeting requirements of public and private grants
4. Experience working with financial institutions and payroll processing providers preferred
5. Database and SQL experience preferred
6. Strong verbal and written communication skills
7. Microsoft Excel, Word, and Outlook experience
8. Pass a background check

To Apply
Contact Eric Matheny  
Senior Executive of Employment Services  
Youth Opportunities Unlimited  
1361 Euclid Avenue  
Cleveland, Ohio 44115  
(216) 566-5445 x223  
ematheny@youthopportunities.org
Community Partner and Employer Relations Team Lead  
Youth Opportunities Unlimited (Y.O.U.)

Summary
The Community Partner and Employer Relations Team is responsible for developing and maintaining exemplary relationships with Y.O.U.’s many community and employer partners. The Team Lead provides management and supervision to the Team to complete assigned projects and tasks throughout summer programming.

Essential Functions
1. Lead the recruitment, site validation and training of summer youth employment worksites and worksite supervisors.
2. Instruct and monitor community partner and employer relations staff.
3. Communicate information, updates, and reports to community partners and employers.
4. Answer questions and fulfill community partner and employer requests.
5. Match program participants (teenagers, 14 – 18 years old) to available summer employment opportunities.
6. Conduct weekly team meetings and additional meetings as needed.
7. Ensure team project and task deadlines are met.
8. Meet weekly with the Summer Youth Employment Program management staff and team leads.
9. Provide ongoing reports to management staff and team leads.

Competencies Required
1. Program Management
2. Building Relationships
3. Customer Focus
4. Operational Effectiveness
5. Critical Thinking
6. Business and Labor Market Intelligence

Qualifications
1. Bachelor’s Degree in Business Administration, Communication, Human Resources, Management, Organizational Leadership, or other related field
2. Minimum 1-3 years of management experience
3. Experience working with Northeast Ohio’s non-profit community, business community, and teenagers
4. Strong verbal and written communication skills
5. Knowledge and understanding of Cleveland’s neighborhoods and suburbs
6. Microsoft Excel, Word, and Outlook experience
7. Pass a background check

To Apply
Contact Eric Matheny
Senior Executive of Employment Services
Youth Opportunities Unlimited
1361 Euclid Avenue
Cleveland, Ohio 44115
(216) 566-5445 x223
ematheny@youthopportunities.org
Customer Service Captain  
Youth Opportunities Unlimited (Y.O.U.)

Summary
The Customer Service Captain is responsible for delivering excellent customer service (phone, email, and in-person) to the Summer Youth Employment Program’s participants and the participants’ families. The Captain manages and supervises customer service communications, including the customer service representatives as they complete assigned projects and tasks throughout summer programming.

Essential Functions
1. Clearly communicate Summer Youth Employment Program goals, policies, and key messages to teenagers, parent/guardians, Y.O.U. staff, and worksite supervisors.
2. Instruct and supervise customer service representatives who are responsible for answering questions and providing information and support to participants and their families.
3. Supervise customer service communications with participants and families.
4. Create and distribute reports on participant inquiries and complaints made through the Summer Infoline and/or by email.
5. Work with other summer teams to ensure that participant inquiries and complaints made through the Summer Infoline and/or by email are adequately resolved.
6. Conduct weekly customer service meetings and additional meetings as needed.
7. Ensure customer service projects and tasks deadlines are met.
8. Meet weekly with the Summer Youth Employment Program management staff and team leads.
9. Provide ongoing reports to management staff and team leads.

Competencies Required
1. Program Management
2. Building Relationships
3. Customer Focus
4. Operational Effectiveness
5. Critical Thinking

Qualifications
1. Bachelor’s Degree in Communication, Education, Management, Non-Profit Administration, Organizational Leadership, or other related field
2. Minimum 1 year of management experience
3. Strong problem-solving skills and experience
4. Experience working with Northeast Ohio’s non-profit community, business community, and teenagers
5. Strong verbal and written communication skills
6. Knowledge and understanding of Cleveland’s neighborhoods and suburbs
7. Microsoft Excel, Word, and Outlook experience
8. Pass a background check

To Apply
Contact Eric Matheny
Senior Executive of Employment Services
Youth Opportunities Unlimited
1361 Euclid Avenue
Cleveland, Ohio 44115
(216) 566-5445 x223
ematheny@youthopportunities.org
Youth Experience Team Lead
Youth Opportunities Unlimited (Y.O.U.)

Summary
The Youth Experience Team is responsible for delivering quality summer work experiences for youth. The Team Lead provides management and supervision to the Team to complete assigned projects and tasks throughout summer programming. The Team Lead also supervises youth employment progress, paperwork requirements, and overall experience throughout the program.

Essential Functions
1. Instruct and supervise three Team Captains who are responsible for direct supervision of up to 48 Summer Program Administrators.
2. Supervise customer service staff and customer service communications with participants and families.
4. Supervise participant inquiry and complaint resolution.
5. Supervise worksite-related incident report resolution.
6. Conduct weekly team meetings and additional meetings as needed.
7. Ensure team project and task deadlines are met.
8. Meet weekly with the Summer Youth Employment Program management staff and team leads.
9. Provide ongoing reports to management staff and team leads.
10. Monitor required youth paperwork submission during employment experience and ensure submission deadlines are met.
11. Work closely with the Community Partner and Employer Relations Team Lead to provide meaningful employment experiences for youth participants.

Competencies Required
1. Program Management
2. Building Relationships
3. Customer Focus
4. Operational Effectiveness
5. Critical Thinking

Qualifications
1. Bachelor’s Degree in Communication, Education, Management, Non-Profit Administration, Organizational Leadership, or other related field
2. Minimum 1-3 years of management experience
3. Strong problem-solving skills and experience
4. Experience working with Northeast Ohio’s non-profit community, business community, and teenagers
5. Strong verbal and written communication skills
6. Knowledge and understanding of Cleveland’s neighborhoods and suburbs
7. Microsoft Excel, Word, and Outlook experience
8. Pass a background check

To Apply
Contact Eric Matheny
Senior Executive of Employment Services
Youth Opportunities Unlimited
1361 Euclid Avenue
Cleveland, Ohio 44115
(216) 566-5445 x223
ematheny@youthopportunities.org
High school Secretary
Highland Local Schools

Community Organizer
Detroit Shoreway Community Development Organization

Marketing Specialist
Detroit Shoreway Community Development Organization

REAL ESTATE DEVELOPMENT COORDINATOR
Detroit Shoreway Community Development Organization

Net Developer + Benefits (Elyria, Oh)
Banyan Technology

Social Media / Community Manager
Kent State University Job Opening

Administrative Assistant - Payroll
Cleveland Heights University Heights City School District

Administrative Assistant
Northcost Education Services

Marketing Manager
An online retail (sporting goods)

Director of Volunteers & Visitor Services
Maltz Museum of Jewish Heritage

Volunteer Coordinator
Lake County Free Clinic

Executive Director
Old Brooklyn Community Development Corporation

CLIENT CARE MANAGER
Zounds Hearing of Greater Cleveland

Attorney
ERISA

VACUUM CLEANER Service Technician
Vacuum Systems International

Office Manager
The Legal Aid Society of Cleveland
Community Development Manager
Crohn's & Colitis Foundation of America, Inc. (CCFA)

Mechanic Job
City of Garfield Heights

Superintendent of Water Treatment and Distribution
The Village of Bellaire Ohio

Fiscal Officer
Amelia Village

Wastewater Chief Operator
The City of Defiance

Fiscal Officer
Amelia Village

Fire Chief
City of University Heights

BUDGET MANAGER
CITY OF LAKEWOOD

Sanitation Laborer
CITY OF PEPPER PIKE

Service Department
Orange Village

Superintendent (Wastewater Treatment)
The City of Shaker Heights

Case Manager
Financial Planning Organization
**PRIOR JOB LISTINGS (December 2013)**

**High School Secretary**  
**Highland Local Schools**  
The Highland Local School District has an opening for one (1) High School Secretary. The position will be for 207 days per school year, 8 hours per day.

**QUALIFICATIONS:**
High School Diploma or G.E.D. is required. This person will also need to obtain background checks.

**JOB DUTIES:**
Under the general supervision of the Assistant Principal, the Secretary in the high school office will organize, coordinate, and perform responsible clerical and secretarial duties specific to his/her job assignment. The person will also conduct the daily and clerical operation of the high school office unit without initial assignment or direction from supervisor.

**SPECIFIC DUTIES:**
- Any duties assigned by the Assistant Principal.
- Performs advanced typing skills on forms, letters, charts and records.
- Records facts on school pupil records such as attendance, maintains up-to-date files.
- Answers phones and meets general public, distributing information needed pertaining to procedures and policies. Schedules appointments for immediate supervisor.
- Receptionist duties for high school and district offices housed in high school building.
- In the absence of proper administrative personnel, makes decisions in routine matters and checks with central office on emergency procedures.
- Handle confidential matters as needed and keep confidentiality within the school office.
- Use entrance intercom and doorbell to verify anyone requesting entry into the high school building.
- Enforce sign-in and passes for ALL visitors entering the building.
- Recruit and help to manage student office helpers, pending the approval from the Assistant Principal.
- Clinic duties. Responsible for assisting sick and injured students, preparing proper clinic reports, contacting parents when necessary and notifying appropriate emergency personnel/administrators when required.
- Enter EMIS (Pearson) entries for student records wherever necessary.
- Monthly high school student enrollment reports to the Superintendent, Treasurer and Principal, broken down by grade, gender and high school building attended.
- Maintain and copy all student emergency medical and registration forms for main office, field trip mobile set and copies needed by transportation department.
- Use postage machine and do outgoing mail for high school, district food services, and district athletic department.
- Work permits. Enter completed work permit applications into Ohio Department of Labor, for all minor students living within our district, and print Ohio Minor's Worker Permit for employer.
- Coordinate missed school work assignments from each teacher for students who have been or anticipate being absent.
- Coordinate sign-in of students sent out of class for discipline and alert Assistant Principal. Keep students in the office for the remainder of the dismissed class. Sign-in sheet will be given to Assistant Principal.
- Type all discipline letters for Assistant Principal from accumulated tardies and demerits. Copy, distribute, mail.
- Keep track of all students' unexcused late arrivals. Increments of 5 earn discipline measures.
- Assign Saturday detentions to students.
- Sign-in and keep track of all student arrivals & departures.
- Write student passes (unexcused or excused) to class, for any students arriving to school during normal school hours, or for students who were requested to see administration.
All high school attendance duties (includes manually entering Career Center and Alternative School).
Manage call-in Attendance Line, enter reasons, EMIS reporting, send daily report (twice), track unexcused absences, parent notes, and keep all 4 years of parent’s attendance notes filed.
Annually, track and update students with perfect attendance.
Report to administration, any students that are reported missing from a teacher's class and are not verified through attendance, nor found to be within our offices.
Must be good at multi-tasking in a busy environment.
Presents a pleasing and friendly personality.

SALARY:
The person selected to fill this position will be placed at the appropriate step of the salary schedule contained in the negotiated agreement between the HSS and the Highland Board of Education.

APPLICATION PROCEDURE:
Anyone interested with the appropriate certification may submit a letter of interest and resume to the attention of Mr. Dana Addis, through applitrack: www.applitrack.com/nccohio/onlineapp. The letter of interest should outline how the qualifications are met.

SELECTION PROCEDURE:
Highland Local School District is an equal opportunity employer. The Highland Local School District does not discriminate on the basis of race, national origin, sex, disability, or age in its employment practices.

Community Organizer
Detroit Shoreway Community Development Organization

SUMMARY OF POSITION DESCRIPTION
The Community Organizer is responsible for facilitating community-building initiatives designed to improve conditions, including safety issues in the Detroit Shoreway neighborhood. Success of the program will depend on the involvement of neighborhood residents and stakeholders. The Organizer will need to demonstrate leadership skills that result in volunteer participation in program activities.

RESPONSIBILITIES:
- Develop leadership among neighborhood residents
- Promote public relations and outreach campaigns
- Work with the elected officials, city administrators, police, other criminal justice organizations, social service providers, and housing organizations to advocate for services in the Detroit Shoreway neighborhood
- Coordinate volunteer programs including the door knocking campaigns with resident volunteers, block clean ups, block club parties, Court Watches, Ambassador patrols and develop new opportunities for resident involvement
- Serves as liaison with participating organizations and stakeholders including police, criminal justice organizations and other social service providers
- Prepare grant proposals through the City of Cleveland and other foundations to support community based projects and coordinate fundraising efforts
- Submit required narrative and budget reports on a timely basis to ensure compliance with program guidelines
- Collect and compile necessary data and evaluation requests
- Develop program goals and measurable evaluation criteria
- Attend block club meetings and recruit volunteers
- Collect and compile crime data and identify “hot spots” and trends
- Provide assistance to landlords with dealing with problem tenants
- Utilize mediations skills to resolve conflict
- Facilitate educational workshops on safety topics
- Coordinate programs for youth engagement including work with neighborhood schools

REQUIRED QUALIFICATIONS:
• Bachelor’s degree (or equivalent work experience)
• Two years experience in community organizing or social service, or neighborhood development
• Leadership and team building skills
• Ability to work long hours some days and attend meetings on evenings & weekends; local travel and some out-of-town travel required
• Ability to work with people of all racial, ethnic and income backgrounds
• Passion for creating social change, combined with sufficient detachment to allow residents to make their own decisions about issues, strategies, and tactics.
• Ability to differentiate between community organizing and social service.
• Self-motivation and an ability to work toward objectives with minimal supervision
• Good written and verbal communication skills and an ability to “think on your feet”
• Ability to work independently with minimal supervision
• Excellent writing skills and proficiency in preparing written reports and business correspondence
• Excellent oral communication and public speaking skills
• Computer proficiency including Microsoft Word, Excel, Access and use of the Internet
• Driver’s license, insurance, and automobile in good condition

PREFERRED QUALIFICATIONS:

• Master’s degree
• Two or more years of relevant work experience related to social service, neighborhood development, criminal justice and supervision experience
• Ability to speak Spanish
• Experience with grant making and budget preparation/reporting

COMPENSATION

• Annual salary of $25,000 to $35,000 commensurate with experience
• Paid Time Off accrued at the rate of one day per month during the first year of employment, then 16 days beginning in the second year of employment.
• Holiday pay including New Year’s Day, Martin Luther King Jr. Day, President’s Day, Good Friday, Memorial Day, the Fourth of July, Labor Day, Thanksgiving, the Friday after Thanksgiving, and Christmas Day plus the days between Christmas and New Years’ Day
• Employer contribution to 403(B) retirement program. Employer will provide a 50% match to the Employee’s contribution up to a maximum of 3% of the employee’s annual salary.
• Competitive health insurance offered with employer contribution.
• Long term disability benefits

SEND RESUMES TO:
Resumes due by 5pm on Monday, December 16, 2013
NO phone calls please
John Hausman FAX:(216) 961-8830
Director of Community Involvement E-mail: jhausman@dscdo.org
Detroit Shoreway Community Development Organization
6516 Detroit Avenue, Suite 1
Cleveland OH 44102
Marketing Specialist
Detroit Shoreway Community Development Organization

SUMMARY OF POSITION DESCRIPTION
The principle responsibility of this position is coordinate marketing, communications and special events for the organization.

PRINCIPLE RESPONSIBILITIES
1. Coordinate the organization’s communications and marketing activities including:
   a) Implement marketing plan and revise annually
   b) Manage the layout, design and publication of DSCDO marketing materials, annual report, weekly e-newsletter, and quarterly newsletter.
   c) Work with Cleveland Cinema to promote Capitol Theatre movies, events, and rentals.
   d) Maintain media contacts list, develop relationships with media, and create press releases.
   e) Utilize social media for marketing
   f) Coordinate 2 large scale events (pARTy in Gordon Square and Wrapped in Tradition) and at least 2 small scale special events (Dyngus Day and Dia de Muertos) annually to promote the Gordon Square Arts District.
   g) Assist the Lorain Avenue Marketing Sub-committee on producing an event for Lorain Antiques District promotion.
   h) Assist the Marketing Committee of the Special Improvement District. Coordinate joint advertising with businesses.
   i) Coordinate volunteers and interns to assist with projects and programs.
   j) Monitor budgets for special events and marketing grants
2. Support Retail Recruitment for Gordon Square Arts District
   a) Support in identifying possible businesses that will support and enhance the Gordon Square Arts District
   b) Develop and execute of all marketing materials for retail recruitment.

POSITION REQUIREMENTS
1. Minimally two years of background in marketing, communications or related field.
2. Bachelor’s Degree in related field required
3. Ability to work effectively in a team
4. Ability to multi-task and manage multiple projects.
5. Demonstrated experience in implementing a multi-faceted marketing strategy
6. Candidates must possess excellent oral and written communication skills, confidence in presentation ability and have the ability to deal with public and private officials, foundations and corporations, and neighborhood stakeholders
7. Must possess excellent computer skills, be proficient in spreadsheet analysis (Microsoft Excel) and in word processing and other applications: Word, PowerPoint, Publisher and Access. Ideally have experience with Adobe InDesign, Illustrator and Photoshop
8. Must be self-motivated, able to work independently, innovative and committed to persistent pursuit of fund development and marketing.
9. Availability and willingness to work flexible schedule including evenings and weekends.
10. Local travel and some out-of-town travel required.
11. Driver’s license, and insured automobile in good condition necessary.

COMPENSATION
1. Annual salary of $30,000 to $40,000 commensurate with experience
2. Paid Time Off accrued at the rate of one day per month during the first year of employment, then 16 days beginning in the second year of employment.
3. Holiday pay including New Year’s Day, Martin Luther King Jr. Day, President’s Day, Good Friday, Memorial Day, the Fourth of July, Labor Day, Thanksgiving, the Friday after Thanksgiving, and Christmas Day plus the days between Christmas and New Years’ Day
4. Employer contribution to 403(B) retirement program. Employer will provide a 50% match to the Employee’s contribution up to a maximum of 3% of the employee’s annual salary.
5. Competitive health insurance offered with employer contribution.
6. Long term disability benefits

SEND RESUMES TO:
Resumes due by 5pm on Monday, December 16, 2013
NO phone calls please
Nick Fedor  FAX:(216) 961-8830
Economic Development Director E-mail: nfedor@dscdo.org
Detroit Shoreway Community Development Organization
6516 Detroit Avenue, Suite 1
Cleveland OH 44102

REAL ESTATE DEVELOPMENT COORDINATOR
Detroit Shoreway Community Development Organization

SUMMARY:
The Real Estate Development Coordinator will assist housing development staff in the acquisition, financing and development of multi-family, mixed-use and single-family projects. Success within the position will depend on one’s ability to develop partnerships with property owners, developers, lenders, third party providers, city and finance agency staff and residents. Ability to work on several real estate projects simultaneously while providing administrative support to housing development staff is essential. Duties include, but are not limited to, the following:

RESPONSIBILITIES:
 Research potential new development opportunities in existing or new market areas related to multi-family, mixed-use or single-family properties.
 Assist in securing site control on real estate developments.
 Research the feasibility of renovation/redevelopment projects. Tasks include researching property ownership, title and liens, zoning, and environmental issues.
 Assist in coordination of third party professional services, including, but not limited to, surveyors, architects, market analysts, cost estimators, and environmental professionals.
 Assist in preparation of financing applications for affordable housing, mixed-use and market-rate housing developments.
 Coordinate the local approval process for real estate projects such as zoning approval, plan approval and landmarks approval.
 Maintain a database of potential multi-unit acquisitions candidates.
 Assist in all aspects of project due diligence along with equity and loan closings.
 Participation in project and construction meetings in order to document meeting minutes and next steps for each project.
 Assist single-family development staff in expanding acquisition target list.
 Coordinate property closings with title company and maintain records of each transaction.

REQUIRED QUALIFICATIONS:
 Candidates must possess excellent oral and written communication skills and have the ability to deal with public and private officials during the life of a transaction.
 Must be proficient in spreadsheet analysis (Microsoft Excel) and proficient in word processing (Microsoft Word). Knowledge of Microsoft Access and Microsoft Publisher is a plus.
 Must be self-motivated, able to work independently, and innovative.
 Local travel and some out-of-town travel required.
 Driver’s license, and insured automobile in good condition necessary.
 Bachelor’s degree (or equivalent work experience)
Leadership, team building, and negotiation skills
Availability and willingness to work flexible schedule including evenings and weekends; local travel and some out-of-town travel required
Ability to work with people of all racial, ethnic, and economic backgrounds
Self-motivation and an ability to work toward objectives with minimal supervision
Ability and willingness to attend and provide information at meetings on evenings and weekends
Good written and verbal communication skills and an ability to “think on your feet”
Excellent writing skills and proficiency in preparing written reports and business correspondence
Excellent oral communication and public speaking skills

PREFERRED QUALIFICATIONS:
Master’s degree
1-3 years of experience in housing development related field
Ability to speak Spanish
Introductory knowledge of affordable and market-rate housing development, project financing, low-income housing tax credits, and historic tax credits.
Experience in housing and community development in a non-profit, government, banking or development capacity. Previous experience should include real estate sales and acquisitions, real estate finance or related field. Experience working in urban communities is a plus.

COMPENSATION
Annual salary of $25,000 to $ 35,000 commensurate with experience
Paid Time Off accrued at the rate of one day per month during the first year of employment, then 16 days beginning in the second year of employment.
Holiday pay including New Year’s Day, Martin Luther King Jr. Day, President’s Day, Good Friday, Memorial Day, the Fourth of July, Labor Day, Thanksgiving, the Friday after Thanksgiving, and Christmas Day plus the days between Christmas and New Years’ Day
Employer contribution to 403(B) retirement program. Employer will provide a 50% match to the Employee’s contribution up to a maximum of 3% of the employee’s annual salary.
Competitive health insurance offered with employer contribution.
Long term disability benefits

TO APPLY
Please mail, fax, or e-mail cover letter and resume by 5pm on Monday, December 16, 2013:
Matt Lasko, Assistant Director
Detroit Shoreway Community Development Organization
6516 Detroit Avenue, Suite 1; Cleveland, Ohio  44102
mlasko@dscdo.org; FAX: (216) 961-8830

.Net Developer + Benefits (Elyria, Oh)
Banyan Technology
Banyan Technology is a logistics solution provider that creates connections between shippers and their carriers through the direct and instantaneous exchange of information via the web. As a result, Banyan Technology substantially reduces manufacturers and distributors freight expenses while serving as a central system of record that may be easily shared with stakeholders across client company locations, business systems, and trading partners. Banyan is a smaller company with a relaxed atmosphere located on the far West side of Cleveland. To be a part of this team requires exceptional work ethic and a good sense of humor.

Benefits
Along with the obvious benefits
• A positive, collaborative, open, constantly improving, no-politics culture
• 4 weeks PTO (2 weeks' vacation + 2 weeks sick) annually!
• Health/Vision/Dental, Health Savings Accounts, Life insurance (takes effect immediately with no waiting period!!)
• Always an amazing selection of food and drink.
• Company outings, Friday social hour
• Tons of flexibility
• We want to make this relationship work for you too!

**Description**
We are looking for a dynamic experienced developer to join our ever growing development team in a Microsoft based development environment. Your contributions will have a daily impact on SaaS based software. You will work directly with our end clients and support team to implement new features and help resolve issues. You will work closely with project leader or manager to ensure goals are met. The ideal candidate is a self-motivated individual that thrives in a fast-paced ever changing environment, love problem solving and adhere to deadlines.

**Requirements**

**Knowledge**
* C# 4.0 & ASP.Net 4.0
* MVC4
* SQL Server 2008, T-SQL
* JavaScript, JQuery and AJAX
* XML, XSL, XSD

**Abilities**
* Write efficient code while adhering to the corporate coding standards
* Problem solve and troubleshoot issues in the given timeframe
* Work with others or in a team setting
* Report progress in a reasonable timeframe

**Skills**
* Follow corporate coding standards
* Effectively and Professionally communicate with peers and management
* Write web based applications and web services in C# using the ASP.Net 4.0 framework

**Experience**
* Bachelor’s Degree in Computer Science or equivalent professional experience
* 2-5 years of experience developing web applications using Microsoft C#, ASP.Net, MVC4, HTML, CSS, and JavaScript
* 2-5 year working with SQL Server 2008 and writing stored procedures

**Other Characteristics**
* Professional attitude and good work ethic
* Team player with a strong attention to detail
* Able to put in extra hours when necessary
  * Location: Elyria, Oh
  * Compensation: Extremely Competitive, Negotiable
  * Principals only. Recruiters, please don't contact this job poster.
  * Please do not contact job poster about other services, products or commercial interests.

**Apply:** Email mailto:kthfw-4201374999@job.craigslist.org
Social Media / Community Manager  
Kent State University Job Opening

Opportunity to manage multiple activities such as monitoring, listening, creating editorial content calendars, initiating discussions, connecting with influencers, analyzing social activities and generating reports. Conceptualize, execute and refine social media strategies, including engaging content calendars and ideas for KSU fan base growth, KSU fan engagement, contests and promotions.

**Tasks**
Manage day-to-day activities on social media platforms and apps, including Facebook, Twitter, YouTube, Pinterest, Instagram, etc. Directly interact with fans and followers, managing promotions and contests; monitor and report on fan behavior and interest trends. Collaborate with Creative team in order to infuse strategy into the creative or conceptual outcome.

**Qualifications**
Bachelor's degree in Marketing, Public Relations or related field including multimedia, computer science, web design, information architecture, etc. or the equivalent combination of education and experience to successfully perform the essential functions of the position. Four years digital marketing experience including experience in social media strategies; social media-based writing, editing and asset creation; and project management. Ideal candidate will have a proven track record developing, maintaining and analyzing social media initiatives, with a strong knowledge of how to attract and retain specific demographic groups.

**Apply**
For all official job descriptions, visit [www.kent.edu/hr](http://www.kent.edu/hr).

Equal Opportunity/Affirmative Action Employer  
University Communications & Marketing  
[Job #989685]

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**Administrative Assistant - Payroll**  
Cleveland Heights University Heights City School District

**Description**
Under the supervision of the Supervisor of Payroll & Benefits, serves the employees of the district through prompt and accurate preparation and processing of the District's payroll and the assistance with administration of employee benefits.

**Performance Responsibilities:**
Performs payroll duties assigned by the Supervisor. May include processing pay, maintaining deduction and benefit records, and running regular and special pays as needed. Prepares and maintains all necessary payroll reports related to the duties assigned by the Supervisor. May include monthly, quarterly, and yearly federal and state reports and retirement system reports. Ensures that taxes and payroll deductions assigned by the Supervisor are remitted in a timely manner. Assists the Supervisor with reconciling bank and related statements. Assists with ensuring that all personnel receive proper assistance with enrollment and preparation of required forms, including insurance and other payroll deduction forms. Maintains payroll files for all employees. Assists the Supervisor with the maintenance of records of employee leaves, absences and probationary periods in conjunction with Human Resources. Provides assistance to the Supervisor in the preparation of annual appropriations related to salaries and benefits. Performs others duties as assigned by the Assistant Treasurer and Supervisor of Payroll & Benefits.

**Qualifications:**
Education: Bachelor's degree in business or accounting or equivalent work experience.
**Special Knowledge/ Skills:**
Experience in computerized payroll systems, benefits administration and other human resources related functions. Ability to work independently with a high degree of accuracy and organization. Must be team oriented with excellent interpersonal and communication skills. Must be willing to participate in ongoing in-
service training. Must maintain a high level of ethical behavior and confidentiality of information as required by law.

Experience
Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

Application Procedure: Apply online [http://k12jobspot.com/Jobs/?ID=580045](http://k12jobspot.com/Jobs/?ID=580045)

**Administrative Assistant**
**Northcost Education Services**
Full time, health care benefits, excellent vacation policy
We need an office “jack-of-all-skills” to help with our growing business. We’ve been in business for almost 28 years, and we’re still growing. Our clients are concentrated around Cuyahoga and six adjoining counties. However, we also have clients in Cincinnati, Dayton, Columbus, Toledo, Youngstown and other smaller communities in Ohio.

**Responsibilities**
Your job is to provide administrative support to our Company President. In addition, you will help our Program Managers deal with our 300+ tutors that go to the homes of our tutoring clients (or nearby libraries). You must be capable of handling multiple tasks during your day.

**Skills**
Reliable
Great with details
Punctual
Honest
Proficient in MS Office Word and Excel
4 years office experience
College degree preferred
Telephone experience
Office equipment – copiers, color printers, computers, scanner, telephones

**Apply**
Please send your resume to [John@northcoasted.com](mailto:John@northcoasted.com). Write “Office Jack” in subject line, no phone calls please.

**Marketing Manager**
**An online retail (sporting goods)**

**Description**
An online retail (sporting goods) has an opening for a Marketing Manager. Requirements include e-commerce experience, online retail background with ability to think and create strategically – hopefully someone with a *sporting goods background*. Company is in Solon – comp is just $75-$ 100,000.

**Apply**
Polly Knox, [pknox@ssandg.com](mailto:pknox@ssandg.com)
**Director of Volunteers & Visitor Services**  
*Maltz Museum of Jewish Heritage*

**Job Description**

Oversee and manage staff and volunteers in the Visitor Services Department. Oversee admissions, crowd flow, volunteers, ticketing for groups, schools, general admission, members, and VIPs. Set standards for exemplary customer service for front desk, store, galleries and special events. Oversee the handling of all issues related to visitor safety and comfort. Works as the liaison between MMJH and the Friends of the Maltz Museum.

**DUTIES AND RESPONSIBILITIES**

**Essential Job Functions**

- Develop systems for the recruitment, selection, preparation, supervision and evaluation of volunteers.
- Develop ongoing training programs for Volunteers and Visitor Services functions.
- Coordinate, recruit speakers, and find venues for Speakers Bureau events.
- Develop and implement policies, procedures and practices for Volunteers and Visitor Services.
- Develop and conduct visitor services/customer service training.
- Manage and oversee Visitor Services Coordinator on museum store decisions.
- Develop and implement efficient procedures for the front desk and museum store.
- Recommend and implement improvements/changes to increase museum visitation.
- Hire and supervise 3 – 5 part-time employees for front-of-house responsibilities.

**Essential Job Functions – Friends**

- Plan and oversee all fundraising activities
- Coordinate, recruit speakers, and find venues for Speakers Bureau events.
- Organize and oversee budgeting and logistics of special events for Friends i.e., Jewish Food and Culture Festival, Cleveland’s Funniest Rabbi Contest, Interfaith Shabbat dinners, Presidents’ Day performances, and other programs as developed.
- Organize volunteer committees for off-site Mitzvah Corps projects.
- Organize Friends meetings and general systems for governance.
- Organize Friends for off-site marketing projects including, but not limited, Hanukkah at Legacy Village, Jewish American Day at Lake Erie Captains, Yom Ha’atzmaut celebration, and the Cleveland International Film Festival.
- Work with Executive Committee of the Friends to develop new programs, strengthen current programs, and distribute funds raised by all events.

**Other Duties and Responsibilities**

- Coordinates with Education staff on all content related training.
- Coordinates with Administrative Staff to direct awareness of safety for staff and their role with visitors.
- Provides recommendations to and/or coordinates with other departments on visitation initiatives/programming as the advocate of visitor experience.
- Develop and implement educational growth programs for Volunteers.
- Other duties as assigned.

**Minimum Education & Experience Required**

BA degree, Five years visitor/guest services with an emphasis on retail including two years as a supervisor.

**Skills and Attributes**

- Strong customer-service focus
- Strong managerial skills Interest in working with diverse audiences
- Excellent verbal and written communication skills
- Ability to work in a team setting
- Good social skills for dealing with the public
- Computer literate
- Ability to work collaboratively with others

Please send your resume to Laurie Hughes, Director of Operations, Maltz Museum of Jewish Heritage, 2929 Richmond Rd., Beachwood, Ohio, 44122, lhughes@mmjh.org. No phone calls, please.
Volunteer Coordinator
Lake County Free Clinic
Lake County Free Clinic is seeking a volunteer coordinator to work as a part of our administrative team. This is a part-time position (15 hours per week).

Job Responsibilities
• Coordinate volunteer recruitment with clinic supervisors
• Continue developing program requirements as needed to comply with outside agencies
• Keep volunteer personnel files organized
• Update volunteer contact list and distribute to staff
• Lead new volunteer orientation and clinic tours
• Organize a volunteer open house at least twice a year
• Organize annual volunteer appreciation luncheon
• Initiate spontaneous volunteer appreciation / recognition activities
• Compile pictures of volunteers
• Write volunteer spotlights
• Post inspiration volunteer sayings and spotlights on social media
• Work with department staff to coordinate/manage volunteer schedules

Administrative/Other
• Represent LCFC at meetings in the community as appropriate and requested
• Maintain confidentiality regarding volunteer and patient data
• Gather information from professional conferences, workshops, professional literature or ‘hands-on’ training and assimilate this knowledge into clinic work
• Attend staff meetings • Other duties as assigned

Candidate Requirements
• Bachelor’s Degree and two years’ relevant experience, or any equivalent combination
• Experience in program management and event planning – experience with HR helpful
• Interest in working with vulnerable populations in a clinic setting
• Experience working with volunteers and/or being a volunteer
• Ability to manage time efficiently without day-to-day oversight

Please direct inquiries and resumes to: Johanna Henz, Executive Director at (440) 352-8107 (fax) or jhenz@lakefreeclinic.org

Executive Director
Old Brooklyn Community Development Corporation
The Old Brooklyn Community Development Corporation (OBCDC) is seeking a qualified, innovative nonprofit executive to fill its Executive Director position. Founded in 1975, this neighborhood-based community development organization services the Old Brooklyn neighborhood and parts of the Brooklyn Centre neighborhood in the City of Cleveland. It is governed by a Board of Directors and works directly with city leadership, local elected officials, community partners and over 30,000 neighborhood residents. The Executive Director will manage all operations, programs, and related executive duties for OBCDC.

Overview of Job Responsibilities
• Support the organization’s mission and meet the needs of the community based on the Board of Director’s direction as well as organizational strategic planning goals and objectives.
• Oversee Board management to include all meetings and presentation of information pertinent to Board deliberations and directives and assist in identification, recruitment and retention of its members.
• Responsible for human resources related duties for current staff of 8; including interviewing, hiring, terminations, orientation & training. Direct staff by coaching, counseling, and disciplining employees,
and planning, monitoring and appraising job results. Recommend salary and pay increases to the Board

- Participate in the development and implementation of short and long-range business plans and strategies including maintaining an awareness of changing community needs and trends, identifying and anticipating community service requirements, and developing, recommending and implementing new programs and expansion projects ensuring effective system design and internal controls

- Participate in the development and maintenance of the organization’s operating budgets including developing financial performance measures and monitoring performance results. Ensure financial books and reports are properly developed and maintained for organizational and regulatory reporting requirements

- Measure and review agency program efficiencies, and report performance results to the Board including identifying and recommending program enhancements or corrective action

- Direct and manage day-to-day operations; including developing and administering an effective organizational structure, policies and procedures

- Ensure adequate agency funding by researching and identifying potential sources of income including applicable grant agencies and foundations

- Responsible for marketing the neighborhood, all OBCDC programs & capabilities to all stakeholders

- Develop and maintain relationships with other community development corporations, social service agencies, joint-venture partnerships and outside contractors and businesses to maximize the efficiencies and cost-effectiveness of organization programs and maintain agency credibility

- Represent the organization and serve as primary spokesperson to city, county, state and federal regulatory agencies, outside investors and the community. Promote the organization’s interests and benefits and maintain a positive agency image by attending various social and civic functions, and making personal visits and speeches

- Provide on-going economic development assistance to the community and play a key role in business retention and attraction efforts

- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, and establishing personal networks

- Coordinate the preparation of monthly & quarterly reports to funders, when appropriate

- Understand and adhere to all personnel guidelines as determined by OBCDC

- Perform all duties as requested by the Board of Directors as they pertain to OBCDC

**Qualifications**

- 5-7 years of experience in urban planning and/or economic development

- Demonstrated work experience in community/housing/commercial development, various financing sources, industry regulatory & reporting requirements, fiscal management & real estate development

- Ability to prioritize and manage multiple projects, adhering to strict deadlines

- Demonstrated leadership and management ability

- Experience in development and implementation of policies and procedures

- Experience in team building, organizational and staff development

- Proven track record developing and managing budgets

- Possess a high degree of integrity, business ethics, independent judgment, and strong analytical and problem solving skills

- Strong computer skills, including but not limited to: MS Word, Excel, Power Point, QuickBooks Pro, etc. and high comfort level with online navigation and social media communications

- Possess a high degree of organizational skills

- Must be creative, self-motivated, have the ability to make decisions and complete tasks in a timely manner and possess excellent interpersonal skills

- Strong verbal and written communications skills

- Must have a Bachelor of Arts/Science degree in Urban Planning, Business Administration or related field. Master’s degree preferred
Pay will be commensurate with experience. Position will require transportation. Night/weekend obligations should be expected. The deadline for applying is December 13, 2013. Resumes may be submitted to: Old Brooklyn CDC Executive Director Search Committee EDsearch@icloud.com

CLIENT CARE MANAGER
Zounds Hearing of Greater Cleveland
We are looking to hire Client Care Managers (CCM) for two stores that will be opening in Northeast Ohio in late 2013 or early 2014. One will be located in Mayfield Heights, and the other in Brooklyn, OH. This is an excellent opportunity to join a growing business and use your customer service skills to assist our clients in choosing the best solutions to their hearing loss. You will be on the “front line” of the business and will help to create a positive first impression. An engaging and caring personality is critical in helping our clients improve their hearing and their lives.

Responsibilities:

- Oversee the overall operation of a store, coordinating client care, and following store opening and closing procedures.
- Receive all inbound phone calls and inquiries, and convert a high percentage of these calls to scheduled hearing exams.
- Schedule appointment and manage appointment reminders.
- Counsel clients and caregivers on proper hearing aid care to achieve high levels of product satisfaction.
- Support business development and sales efforts by making outbound phone calls to set up meetings and discuss the benefits of working with Zounds Hearing.
- Become knowledgeable and proficient on Zounds’ POS systems and other required software programs.
- Proactive in troubleshooting issues and be willing to work independently to solve problems.
- Support business development and sales efforts by making outbound phone calls to set up meetings and discuss the benefits of working with Zounds Hearing.

Qualifications/Attributes

- Warm, outgoing, and friendly demeanor.
- Enjoys helping and assisting clients, particularly senior citizens, to improve the quality of their lives.
- Willingness and patience to build relationships with customers.
- Good work ethic and very reliable.
- Strong phone skills.
- Ability to work closely with management and other employees to achieve successful client outcomes.
- Independent and able to make good business judgment.
- Organized with the ability to multi-task and keep the office running smoothly.
- Excellent phone skills.
- Computer proficient with Microsoft Office and able to learn new software.
- Previous experience in retail, medical office environment or home health care administration is preferred.

Compensation and Benefits
This is a full-time position and store hours will be from 9am to 5pm, Monday thru Friday. Pay will be commensurate with experience at $12 to $14 per hour. The position also includes a performance-based bonus system, 401k program, paid holidays, and other benefits. Some candidates may be interested in our sales training program, which is an opportunity to train to become a licensed hearing instrument specialist.

To Apply
Please send your resume and a written introduction to resume@zounds Cleveland.com
**Attorney**

**ERISA**

**Job Responsibilities**

The individual in this role will primarily provide guidance to FD consultants and our clients regarding employee benefits (e.g. health care plans, HIPAA), employment law (e.g. ADA, ADEA, FMLA), ERISA, non-qualified and qualified deferred compensation, and executive compensation. This position will be part of FD’s Technical Resources group and reports to an attorney-principal. The candidate must be able to juggle changing work demands and deadlines, provide support to FD’s marketing and sales functions (e.g. writing client releases regarding compensation and benefits practices and developments, and providing direct advice to consultants in a sales role), and be able to work independently or as part of a project team when required. The position will be in either our Cleveland, Columbus or Toledo offices. Potential for the candidate to grow into a leadership position within the Firm.

**Education/Experience**

Successful candidates must have the following qualifications:

- Specialized knowledge of ERISA and employee benefits
- Law Degree (from accredited school of law) and admitted to the bar
- Minimum of 8 years experience
- Prefer, but not required, knowledge of accounting and financial analysis
- Proven ability to interface with clients, other professionals, and representatives of government agencies

**Application Process**

Findley Davies offers a dynamic, challenging work environment, competitive compensation and comprehensive benefits. Equal Opportunity Employer. Interested candidates should send a résumé to: resumes@findleydavies.com

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**VACUUM CLEANER Service Technician**

**Vacuum Systems International**

VACUUM CLEANER Service Technician – Opportunity to make excellent money! Working knowledge of mechanics and must be available to work overtime if needed. Benefits include Health Care, Profit Sharing, Vacation, Sick Pay and many more. Established company 20 years in business. Fax resume to 216-642-8760 or apply in person at: Vacuum Systems International, Inc. 7777 Wall Street, Cleveland, Ohio 44125 – hours Monday thru Friday between the hours of 10:00 a.m. and 2:00 p.m. POTENTIAL TO MAKE $38 TO $50,000 – PIECE WORK

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**Office Manager**

**The Legal Aid Society of Cleveland**

Legal Aid has built a reputation for excellence in our 100+ year history of securing justice and resolving fundamental problems for those who are low income and vulnerable. Legal Aid's 45 staff attorneys and 1,400 volunteer lawyers ensure access to justice for low income people by providing high quality legal services and working for systemic solutions. We seek an Office Manager to be responsible for providing local and remote office operations oversight, while providing administrative support to the Administrative Team, including Accounting, Facilities and Human Resources duties.

**Essential Functions:**

**Accounting:**

- Provide general accounting analysis and rectification, vendor coordination, researching issues, adjusting journal entries, etc.
- Maintain petty cash. Process purchases, expense reports and invoices.
- Enter deposits, including cash receivables and commitments (3 – 5 times per week).
Imprint, distribute checks and process voucher payments (2 times per week).
Maintain appropriate filing systems.

Facilities:
Serve as point person for Cleveland facility and work with building management company to perform repairs as needed.
Ensure appearance and function of building is maintained.
Oversee and provide guidance relative to office management and facilities in the remote locations.
Order supplies and maintain / track inventory in an organized manner
Oversee special facilities projects, including office moves, renovations, equipment purchases, etc..

Administration:
Coordinate meetings and events relative to facilities (meeting room set up, conference space oversight, etc.). Schedule, coordinate and support meetings and other events.
Work with Director of Development and Communications on any issue that involves signage or the Legal Aid logo/mission (i.e., letterhead, business cards, etc.)
Process undirected mail.
Manage calendars for conference center and "floating" office spaces, to ensure no conflicts and easy transition of meetings.
Coordinate Legal Aid's library system with the Deputy Director of Advocacy, including supervising the part-time Librarian.
Prep Mailings
Assist with planning and coordinating staff events / socials, such as the holiday party, summer event, retirement party, etc. This includes coordinating food, logistics, etc.
Manage employee gifts / awards procurement such as recognition plaques, cards, gift cards, etc.
Coordinate the Annual United Way Campaign for Legal Aid.
Book travel arrangements and training registrations.
Provide backup to the Executive Assistant as needed.
Other duties as assigned.

Job Requirements:
Bachelor's degree in related field or commensurate experience required.
3 to 5+ years of office administrative experience preferred, including office management, bookkeeping / accounting, etc.
Excellent computer skills - MS Office and Database experience. Raisers Edge and MIP preferred.
Strong interpersonal skills and communication skills (oral and written).
Organized, strong attention to detail, able to prioritize work, multi-task and handle multiple responsibilities.

Compensation & Benefits:
Starting salary for this position will be commensurate with the appointee's background and experience. Legal Aid offers an exceptional benefits package including healthcare benefits, basic and supplemental life insurance, disability insurance, retirement savings plan with up to 13% employer contribution, generous vacation and sick time programs, and much more. Please visit Legal Aid's "careers" section at www.lasclev.org for more information.

To Apply:
Qualified candidates should forward a cover letter and resume to: careers@lasclev.org listing "Office Manager" in the subject line of the email. Application materials will be accepted until Friday, November 18, 2013. Only candidates selected for the interview process will be contacted directly.
Community Development Manager  
Crohn’s & Colitis Foundation of America, Inc. (CCFA)

POSITION SUMMARY:
CCFA seeks a Community Development Manager for its Northeast Ohio Chapter located in Cleveland, OH. The Community Development Manager is responsible for the implementation of CCFA’s mission through programs, fundraising events and board and volunteer development. The Community Development Manager will cultivate partnerships and alliances that will promote growth and awareness within the community.

Qualifications Required:
- BA/BS degree
- Five to seven years in not-for-profit fundraising, preferably within a health-related organization.
- Demonstrated track record of successful fundraising experience that includes special events, corporate/foundation giving, donor cultivation and recognition, donor records and acknowledgement.
- Familiarity with major gifts
- Proven and applicable skills in strategic planning and budgeting and volunteer development
- Self-motivated, results oriented leader with strong organizational skills.
- An effective communicator, both written and oral.
- Must possess a good credit history.
- Proficiency in MS Office, Donor Direct, and Convio a plus.

Essential Functions & Responsibilities:
- Develop, implement and monitor an annual budget and work plan, including fundraising, public education programs, support services, leadership development and volunteer development.
- Create and implement strategies to meet fundraising goals through the Take Steps walk program, special events, 3rd party events, major gifts and grants.
- Recruit volunteer leaders and committee members to assist in implementing the fundraising work plan.
- Serve as a consultant and resource to volunteers. Provide professional leadership in planning and implementing their tasks and/or responsibilities.
- Assure appropriate utilization of volunteer skills and resources and provide guidance in carrying out assignments and recognition for their time and effort.
- Maintain accurate and complete records and files for fundraising events, programs and activities and routinely review the status of each with your supervisor.
- Direct the cultivation, solicitation, follow-up and recognition process for individual, corporate and foundation participation and donations.
- Coordinate all collateral materials related to fundraising events, programs and activities.
- Coordinate community based public education programs and attend local support group meetings.
- Coordinate public relations and promotion for fundraising events, programs and activities.
- Perform all other duties and tasks required to support all new and/or proposed fundraising events, programs and activities.
- Actively seek opportunities to address community needs and positively impact local regions while advancing CCFA’s mission, goals and values.
- Keep abreast of National Office activities and properly utilize the resources available.
- Be knowledgeable about Crohn’s disease and ulcerative colitis and the foundation’s strategic plan and operations.
- Assure the proper use, management, security and upkeep of CCFA facilities, equipment and documents.
- Other duties as assigned.

How to apply
Please send your resume, cover letter and salary requirement to Debbie Shub at dshub@ccfa.org. Applicants must indicate "Community Development Manager-NE Ohio" in the subject line in order to be considered. CCFA is an EOE.
Mechanic Job  
City of Garfield Heights  
Description  
- Sets lifts, change oil and filters, balance tires.  
- Repair and recondition automobiles, trucks, lawn equipment, etc.  
- Perform complex service, complex repairs, complex adjustments and/or complex overhauls on equipment, trucks, automobiles and other equipment including diesel and gasoline engines, brake systems, transmissions, differentials, electrical system wiring, water pumps, radiators, fuel injection, steering components.  
- Perform on road or site emergency repairs.  
- Must be willing to work overtime  
- Ability to comprehend and follow written and oral instructions.  
- Ability to meet physical demands for essential functions of the position.  
- Must have CDL.  
- Must have A.S.E. certifications, and tools.  
- Maintain accurate records as directed.  
- Maintain clean and safe work area.  
Typical duties and responsibilities; Not intended to describe all of the tasks which may be assigned to this position.  
To Apply  
http://www.garfieldhts.org/Employment

Superintendent of Water Treatment and Distribution  
The Village of Bellaire Ohio  
Seeking a qualified individual for the full time position of Superintendent of Water Treatment and Distribution.  
The Village of Bellaire is located on the Ohio River, East of St. Clairsville and has approximately 4,300 residents.  
This position will be under the general direction of the Village Administrator and/or Mayor. The superintendent of Water Treatment plans and directs the operation of the Village Water Treatment Plant and Water Distribution System. The successful applicant must have a State of Ohio Class III water license and a high school diploma or GED.  
To Apply  
This position provides competitive wage and benefit package provided to full time village employees. The final compensation is commensurate with experience. Please send a resume with cover letter to;  
Mr. Dan Marling, Bellaire Village Administrator, 3197 Belmont Street Bellaire Ohio 43906 by Friday, December 27th, 2013. The Village of Bellaire is an Equal opportunity employer.

Fiscal Officer  
Amelia Village  
is in need of a Fiscal Officer. Familiarity with UAN is a plus. It’s a part-time position of around 20 hours per week plus two evenings per months. Current pay is around $20 per hour. Anyone interested should contact Mayor Todd Hart at thart@ameliavillage.com or at Amelia Village, 44 W Main St, Amelia Oh 45102-1942.
Wastewater Chief Operator
The City of Defiance

Under the general direction of the Wastewater Assistant Superintendent, the Chief Operator performs work and supervises the operations of the City of Defiance Wastewater Treatment System. Supervises operators and maintenance personnel in the performance of their duties, assigns tasks, provides direction and ensures conformance to quality standards. Collects samples, observes meters and records data. Assists in developing short and long range plant operational policy, procedures and manpower training objectives. Prepares and maintains various reports and assists in maintaining adequate inventory of plant equipment and supplies, and other related tasks. Starting salary is $18.38 an hour per the AFSCME pay scale.

Qualifications
Possession of an Ohio motor vehicle operator’s license, current Class II Ohio Wastewater Operator’s Certificate, high school diploma or equivalent, two years experience in wastewater treatment operations, including the supervision of others, and one year of mechanic courses or equivalent.

To Apply
Resumes or a City Application along with a list of addresses and phone numbers for three professional references should be sent to: Human Resources, City of Defiance, 631 Perry Street, Defiance, Ohio 43512. The City of Defiance Civil Service Rules, Section 50.11, provides for credit for Military Service. Applicants with Military Service must provide a copy of Form DD-214 with their application or resume for consideration. Eligibility for this benefit is determined by Ohio Revised Code Section 143.16. Deadline for accepting application or resume is: Friday, December 6, 2013. The City of Defiance is an Equal Opportunity Employer

Fiscal Officer
Amelia Village

Seeking a Fiscal Officer to perform all aspects of general accounting, payroll, and recording requirements for Village Council. A complete description of the job duties of this position is available at the Mayor’s office.

Requirements
Candidates must have an associate’s degree in accounting and 2 to 5 years related experience with the UAN system. Must be bondable. This is a part-time position requiring up to 30 hours per week during business hours Monday through Friday, with evening meeting hours required. Salary is dependent upon experience.

To Apply
Resumes must include three references and be mailed or delivered in person Monday- Friday between 8:30 am – 4:00 pm at the Amelia Municipal Building located at 44 West Main Street Amelia, OH 45102. Attn: “Fiscal Officer Vacancy”. Resumes can also be emailed to jwartman@ameliavillage.com or faxed to 513-718-9131. Criminal history, credit check and drug screening are required. The priority deadline for submittals is Friday December 6th at 4 pm, but submissions will be accepted until the position is filled. No phone calls please. EOE

Fire Chief
City of University Heights

Seeking highly responsible person to plan, organize & direct activities of the Fire Department. Responsibilities include administration of fire service activities; establishing policies, procedures & regulations pertaining to the fire service including firefighting, fire prevention, emergency res-cue & medical operating standards. Responsible for preparation of annual departmental budget. Salary $90K. Position reports to the Mayor.

Qualifications:
Academic study in Fire Science, Public Administration, Business. B.A. or B.S. preferred. Minimum of 7 years managerial or command level experience.

Cover Letter & Resume to: Admin OFC - City Hall; 2300 Warrensville Ctr Rd University Hts, OH 44118
Or Email: info@universityheights.com
BUDGET MANAGER
CITY OF LAKEWOOD
The City of Lakewood is seeking a Budget Manager for our Finance Department. Full time hours may include occasional attendance at City Council meetings. This position is responsible for the performance of highly complex accounting and budgeting functions to generate and adjust budget documents, monitoring the expenditures of funds to ensure that budgeted limits are not exceeded, reviewing budget adjustments, analyzing expenditures and costs, forecasting future revenues and expenditures, and preparing budget reports and documentation. This position is also responsible for accounts payable functions, and serves as the back up for other Finance Department functions.

Essential Functions:
Prepares financial statements, journal entries, statistical and miscellaneous data and drafts related correspondence; explaining information and providing feedback. Prepares financial documentation for various projects and at the Director’s request; develops spreadsheets and prepares graphs for presentations. Processes accounts payable information, including: processing purchase orders, invoices and bills; computing bill amounts; entering information into computer system; clearing and/or distributing checks; processing insufficient funds checks; and balancing vendor statements. Collects, prepares, verifies, balances, collects and records daily deposits. Develops, maintains, and analyzes budgets, and prepares periodic reports comparing budgeted costs to actual costs. Coordinates functions related to budget development and maintenance, including: preparing budgetary reports; developing budget worksheets; compiling submitted information to develop Tax Budget and the Budget Book. Serves as a liaison and/or member of various committees/teams and collaborates, persuades, presents reports to and negotiates with others outside own work area to coordinate efforts and maintain cooperative and efficient relations.

Minimum Qualifications:
Bachelor’s degree from an accredited four-year college or university in a related field; and, Three years of progressively responsible related experience; Master’s degree is desirable or, Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Certified Public Accountant (CPA) - (desirable). Must successfully pass a criminal background check, drug testing and Civil Service examination. Economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data. Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues. Administrative principles and practices, including goal setting and implementation. Administration of staff and activities, either directly or through subordinate supervision. Accounting principles, policies and processes as related to governmental accounting standards and operations. City government organization and operations. All computer applications and hardware related to performance of the essential functions of the job including MicroSoft Office, SharePoint and SunGard.

To Apply:
Qualified, interested applicants should submit a resume and complete an application on line at www.onelakewood.com. Application deadline is Friday, December 20, 2013 at 4:00pm. The City of Lakewood is an Equal Opportunity Employer

Sanitation Laborer
CITY OF PEPPER PIKE
The City of Pepper Pike Service Department has an immediate opening in the Sanitation Division for a full-time laborer. Responsibilities include collecting residential rubbish and recycling, bulk items, brush, leaves, and other duties as assigned. Rate of pay: $22.29/hour.

QUALIFICATIONS:
Must have a high school diploma or equivalent (GED). Must have a valid Ohio Commercial Driver’s License (CDL), with appropriate endorsement. Must have an acceptable driving record, and maintain an insurable status with the City. Must also be knowledgeable in the areas of traffic laws, rules, and safety regulations.
Experience driving various types of equipment and vehicles including: pick-up trucks, rubbish packers, dump trucks, salt trucks and related equipment, loaders, etc. preferred. Must be able to carry out verbal and written instructions, perform heavy manual labor in all climatic conditions, and work well with others. Must be able to work flexible hours, be available for emergencies requiring overtime work, be reliable and assist in all other departmental activities as required.

To Apply:
ANYONE INTERESTED IN THIS POSITION, PLEASE EMAIL YOUR RESUME TO SERVICE@PEPPERPIKE.ORG OR MAIL TO 28000 SHAKER BLVD. PEPPER PIKE, OH 44124, ATTN: BOB GIRARDI. RESUMES MUST BE RECEIVED BY DECEMBER 19TH AT 3:00PM

Service Department
Orange Village
Orange Village is accepting applications for a permanent full time position in the Service Department. The applicant will work under the supervision of the Service Director and/or the Service Crew Leader and will perform a wide variety of skilled, semi-skilled and unskilled craft work in the maintenance and repair of roadways, utilities, buildings and grounds. Applicant will assist with the departments operations and maintenance.

Qualifications:
Applicants must possess a minimum of a Class “B” CDL valid in the State of Ohio and a clean driving record. Applicants must be able to work flexible hours, work outdoors and may be exposed to adverse weather conditions. The candidate should possess a strong mechanical aptitude. Experience working with heavy machinery, complex mechanical and/or electric tools and machinery and snow and ice removal preferred but not required.

Job description and applications may be picked up Monday through Friday, 8:00 am until 4:00 pm at Orange Village Hall, 4600 Lander Road, Orange Village, OH 44022

To Apply:
Please return all applications and/or resumes to:
Orange Village Service Department
Attn: Service Director
4600 Lander Road
Orange Village, OH 44022

Superintendent (Wastewater Treatment)
The City of Shaker Heights
Incumbent will be responsible for managing and coordinating activities of workers engaged in operating and maintaining equipment in Euclid's Wastewater Treatment and disposal facilities. Works under the immediate supervision of the Director of Public Service.

Job Duties:
- Direct the division's pretreatment program.
- Review engineering plans; oversee construction projects.
- Administer the Environmental Protection Agency consent decree.
- Serve as liaison with the EPA and the City.
- Prepare Waste Water Treatment budget for review by Council.
- Review plant operational data, ensure compliance with all applicable regulations
- Prepare reports as required by EPA, i.e. Monthly Compliance, CSO, SSO and Phase II Stormwater Report.
- Manage all staff and operational issues.
- Manage union issues and contract negotiations.
• Perform other related duties as required. Applicants must hold a current Class IV Wastewater License from the State of Ohio, or be able to acquire a Class IV in the time set forth by the Director of the Ohio EPA under the required Operator of Record rules. B.S. in Engineering, Biology, Chemistry or related fields preferred. Three years of administrative experience in Wastewater Treatment operations preferred. Ability to express and exchange ideas and instructions accurately and clearly. Salary range begins at $68,000. Actual salary will be determined commensurate with experience.

To Apply:
Qualified applicants should submit resume, references and salary history to jobs@cityofeuclid.com or mail to City of Euclid, 585 E. 222nd Street, Euclid, OH 44123. EOE Letitia Linker, SPHR
Human Resources Manager, City of Euclid
585 East 222nd Street, Euclid, OH 44123

Case Manager
Financial Planning Organization
Organized, disciplined college graduate with the ability to provide outstanding client service in a high performing financial services organization.

Qualifications
The case manager must have the ability to research various issues using office and broker-dealer resources for the advisor and clients including: investment products, insurance, taxes, retirement and estate planning. The case manager works with the financial services team to manage all aspects of client meetings/service including gathering information, research, analysis, organizing prepared materials and all follow-up from client meetings. The successful candidate will demonstrate a strong sense of responsibility with all client service. Must be able to work in a small office environment and build strong working relationships with the entire team.

Education and Training
Bachelor’s Degree required. Insurance Licensing or Securities Registration preferred. Previous experience in financial planning is preferred (especially work with Morningstar). Strong computer skills are required (Windows computers, database, internet, Word, Excel)

To Apply:
To be considered, please submit your resume to lnielsen@thenielsengroup.com