



## Community Development Services

2-1-1 (Ashtabula County Only) Toll-free 1 (800) 874-8545

**Judith Barris**  
*Executive Director*

**David Speelman**  
*Board Chairperson*

**Carmen Kuula**  
*Director of Development*

### **INTERNAL/EXTERNAL POSITION POSTING**

**Position Title:** Community Resource Assistant- SFSF

**Posting Date:** October 13-19, 2020 or until filled

**Requirements:** Ideal candidate will have a Bachelor's Degree in business, social or human services, education or related field, or 3-5 years of experience in social/human service or a related field.

**Submit Resume to:** Kathy Summers  
Director of Human Resources  
RE: DEC Asst  
PO Box 2610  
Ashtabula, OH 44005-2610

Or via email:  
ksummers@accaa.org

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6920 Austinburg Road, PO Box 2610, Ashtabula, OH 44005-2610

P:(440) 997-5957

[www.accaa.org](http://www.accaa.org)

F:(440) 997-6162

This Agency is an equal provider of services and an equal employment opportunity employer. Civil rights Act 1964 (CRA)



## Administrative Services

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**Judith Barris**

*Executive Director*

**David Speelman**

*Board Chairperson*

**Carmen Kuula**

*Director of Development*

POSITION: Community Resource Assistant-SFSF

RESPONSIBLE TO: Community Resource Coordinator-SFSF

EMPLOYMENT STATUS: Regular- Part Time

PRIMARY WORK SITE: Huron Elementary School- Ashtabula Area City Schools

### GENERAL RESPONSIBILITIES:

To support the district-wide community learning center initiative- assist the Community Resource Coordinator with programs that further the efficient use of community resources to create positive impact and improve the coordination, integration, accessibility, and effectiveness of services for children and families,

### SPECIFIC DUTIES AND RESPONSIBILITIES:

-Assist with implementation and coordination of programming during and beyond the school day for students, families and the community including during extended daily hours and year long.

-Assist the Community Resource Coordinator with communication flow with students, families, staff, and community as directed.

- Assist in tracking partner and resource activity in the Community Learning Center.

-Assist in preparation of monthly reports for submission to school, district and agency leadership regarding resource activity and progress. Maintain up to date records for all programs.

-Perform other duties as specifically related to the mission of the Community Learning Center, Community Development programs and ACCAA, as assigned by the Community Resource Coordinator.

### PARTNERSHIPS AND SERVICES

-Assist with engaging community partners and coordinating community resources with Community Learning Center goals.

-Assist with communication and relationship building with community-building partners, key stakeholders, and volunteers including participation in community groups and/or committees.

-Attend and assist events and activities designed to strengthen the partnerships and services for the Community Learning Center, the Ashtabula County Community Action Agency and the Ashtabula Area City School District.

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**SKILLS AND QUALIFICATIONS:**

This position requires excellent networking, communication and interpersonal skills. Experience with community outreach and youth development is desired. Good organization/planning, team building, verbal and written communication skills necessary.

Understanding and knowledge of public schools is helpful. Experience assisting individuals and families of low and moderate income households, and working with programs designed to end or alleviate poverty, promote economic stability, enhance the community, and improve quality of life. Ability to assess needs and identify appropriate resources, referrals and options, provide support to empower the customer to attain self-sufficiency goals.

Bachelor's Degree and related training is preferred. Experience in coordinating program activities in a school or institutional setting desired

Confidentiality in all aspects of program operation must be maintained.

Will sometimes be required to work evenings, weekends and holidays and respond to crises. Overnight travel may be required.

Must have available and reliable transportation. Must be able to travel to locations, inside and outside the area. Valid driver's license and automobile insurance required. Driving record must meet Agency standards.

Must agree to a review by the Ohio Bureau of Criminal Investigations, understanding that certain convictions may result in termination of employment. Must comply with ACCAA Drug Free Workplace policy. Must comply with and meet all requirements of the Ashtabula Area City School District.

All Employees are required to observe all safety policies and procedures and report all unsafe conditions, accidents, injuries and near injuries to their supervisor.

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Signature

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Date

10-2020