



# PERRY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

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

David C. Couch, Superintendent

## JOB POSTING

Internal and External Posting

### POSITION:

ACADEMY FOR LEADERSHIP ABILITIES® (ALA) OUTREACH COORDINATOR

### SUPERVISOR:

ACADEMY FOR LEADERSHIP ABILITIES® SUPERVISOR

### REQUIREMENTS/QUALIFICATIONS:

- Completion of a Bachelor's Degree in Marketing, Communications or Public Relations
- Minimum of 3 years' experience working in the fields of public relations, marketing, planning and working with people with developmental disabilities
- Valid Ohio Driver's License with proof of insurability, ability to provide transportation for others and potential personal vehicle usage, good driving record
- Must obtain and maintain DODD Service and Support Administration Certification
- Ability to obtain substitute teaching certifications through Athens/Meigs Educational Service Center (AMESC) and Muskingum Valley Educational Service Center (MVESC)

### SKILLS/ABILITIES:

- Must have excellent and effective oral, written, and interpersonal communication skills with the ability to gather, collect, report, document and classify information
- Requires proficient knowledge of Microsoft Office products including PowerPoint, Publisher, Excel and Word and experience with graphic design
- Ability to develop and maintain positive and professional effective working relationships with individuals, employers, supervisors, providers, managers, and the general public
- Flexibility and capacity to serve and fulfill various roles and responsibilities within the ALA® program, not limited to roles and responsibilities outlined in this position description
- Must be self-directed, motivated and reliable in planning and implementation of marketing and public relations tasks
- Public speaking experience preferred

### STATUS/SALARY:

Position is classified civil service, overtime eligible; Salary commensurate with education and experience

### LOCATION:

499 North State Street, New Lexington, OH 43764

### SCHEDULE:

8:00AM– 4:00PM, M-F, schedule may vary and may be required to flex schedule, but not routinely work more than 40 hours per week.

### POSTING DATES:

EFFECTIVE DATE: Friday, September 2, 2016

REMOVAL DATE: Friday, September 16, 2016

### APPLY TO:

Jessica Stroup, HR Manager

499 North State Street

New Lexington, OH 43764

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(P) 740-342-5156  
(F) 740-342-3255

Service Coordination  
445 W. Broadway St.  
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New Lexington, OH  
43764  
(P) 740-342-0416  
(F) 740-342-5568

Help Me Grow  
128 S. Main St.  
New Lexington, OH  
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(P) 740-342-7722  
(F) 740-342-0418

Activity Center  
5720 St. Rt. 345 NE  
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