

**EMPLOYMENT OPPORTUNITY
FACT SHEET**

POSITION: Community Development Specialist

LOCATION: Magnolia Office

HOURS: 40 Hours per Week

FULL-TIME: X

PART-TIME:

APPLICATION DEADLINE: Until Filled

DATE POSITION TO BE FILLED: As Soon As Possible

SALARY: \$ 12.00 per hour

JOB DUTIES:

Identify targeted communities throughout the service area.

Develop, plan, coordinate, implement, and report community goal setting process.

Develop network of services for referrals.

Keep correct and up-to-date records.

Other duties as assigned.

EDUCATION REQUIREMENTS: Associate's degree or equivalent from two-year College or technical school; or six months to one year related experience and/or training; or equivalent combination of education, training, and experience. Bachelor's degree preferred.

EXPERIENCE NEEDED: Must have excellent computer and oral / written communication skills, be well-organized, have demonstrated time management /multi-tasking skills, able to work independently and manage a flexible schedule.

OTHER REQUIREMENTS: Pre-Employment Drug Screening and Criminal Background Check. Must be available for night meetings. Must frequently lift and/or move up to 10 lbs. and occasionally lift and/or move up to 40lbs. Community Development Institute graduate preferred.

DATE OF NOTICE: 06/21/17

Remove after: 07/01/17

“EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

To download Employment Application go to www.cadc.com or for more information call 501-315-1121