Human Resources Department
401 Grindstaff Cove Road, Suite A-218, Sylva, NC 28779
Phone 828.631.2212 ▪ Fax 828.631.2266

Employment Opportunity

Please post in a location accessible to all employees

Position: **Project CARE/FIRE Program Coordinator**
Permanent, Full-Time, Non-Exempt

Department: Aging

Description of Duties & Responsibilities:

Plans, organizes and directs the operations of Project CARE (Community Action to Reach the Elderly) and Project FIRE (Fuel Intervention to Rural Elderly). Job functions include:

- Recruits, supervises and evaluates program staff and volunteers
- Conducts home assessments for clients to assess home safety and wheelchair ramp or other assistive improvement needs
- Plans and prepares home improvement projects for aging clients
- Assists in projection completion inclusive of building wheelchair ramps, repairing flooring, installing hand rails, building new stairs, building landings and other building projects
- Procures program supplies and building materials
- Maintains firewood lots and schedules all firewood deliveries
- Monitors budget for program
- Trains and develops volunteers
- Prepares monthly program reports and maintains client records

Education & Experience Requirements:

High school diploma or GED and five years of directly related building and carpentry experience or equivalent experience and valid North Carolina driver license required. Prefer a candidate with previous experience in volunteer recruitment and grant administration.

Starting Salary & Benefits Information:

$30,801.19 (Grade 19)

Jackson County provides a robust offering of employee benefits including: employer paid medical and dental benefits, participation in the Local Governmental Employees' Retirement System, paid leave (vacation, sick, and holiday), Employee Clinic, Wellness program, and supplemental benefit offerings. A full overview of benefits is available at https://www.jacksonnc.org/employment-opportunities

Application Requirements

Submit a completed Application for Employment (PD107) to:

Jackson County
Human Resources Department
401 Grindstaff Cove Road, Suite A-218
Sylva, NC 28779

NCWorks Career Center
26 Ridgeway Street, Suite 2
Sylva, NC 28779

The Application for Employment – State of North Carolina form PD107 - is available online at: https://www.jacksonnc.org/employment-opportunities or may be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center.

Closing Date: **12 Noon, Monday, October 19, 2020**

Jackson County is an Equal Opportunity Employer

Pre-employment drug screen and criminal background checks are required
Jackson County participates in the federal E-Verify program