

LEADS JOB VACANCY NOTICE

LEADS, Inc., a community action agency in Newark, OH, is currently accepting résumés for a **Community Services Director**. This exempt-level position which reports to the CEO, provides administrative and programmatic leadership of LEADS, Inc. Community Services Division in accordance with the agency's mission, policies and procedures. Assure program compliance with Ohio Department of Development (ODOD), Depart of Energy (DOE), Health and Human Services (HHS) and all other relevant regulatory bodies. Works with state, regional, and federal personnel to maintain relationships, stay informed of changes and trends to ensure compliance with standards and provides staff training and development. In addition to operating responsibility for fiscal, legal, and programmatic aspects of the program, it bears the responsibility of assuring that the program is strategically positioned for the future which includes development of a recruitment plan, eligibility criteria, ongoing monitoring, program improvement, goals, budgets and training. Assures the compliance with all funding source mandates, all applicable laws and regulations, and assures that standards which exceed the minimum are met. Provides guidance and leadership to all weatherization, home repair and related program staff to emphasize the importance of the program achieving high standards of quality, internally and through public and private sector partnerships. As a member of the Executive Management team, the Community Services Director participates in agency-wide strategic planning.

The successful candidate must have a high school diploma or equivalent. Preference will be given for an Associate's degree and a minimum of two (2) years' experience in the management and supervision of projects dealing with weatherization, home repairs, etc. Must have at least two (2) years of Supervisory experience. Must have a valid Ohio Driver's License, proof of auto insurance and a clean driving record for work related driving. Must be computer literate and have experience in Microsoft Office products including Word, Excel, and PowerPoint and have the ability to learn new systems. Ability to lift 45 pounds as needed. Strong organization and time management skills required. Must be able to stand for eight-and-one-half hours a day, as needed. Must be able to climb ladders, possibly tight quarters and may work in unclean conditions. Must be able to work in all types of weather conditions and perform on-site observations of work at various work sites. Must submit to a background check, including BCI and FBI Criminal Records, Federal and State Sex Offender registries and various other agencies. Must complete a pre-employment drug screening. **Deadline to apply: July 25, 2025**

During the posting period, qualified applicants may submit a résumé and cover letter to:

LEADS, Inc.
ATTN: Human Resource Director
159 Wilson Street
Newark, OH 43055
Email: leadshr@leadscaa.org
Fax: (740) 345-0114

<u>POSTING DATE</u>	<u>DEADLINE TO APPLY</u>
7/14/2025	7/25/2025