

**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:** 06/05/17

**Remove after:** 06/15/17

**“EQUAL OPPORTUNITY EMPLOYER”**

Central Arkansas Development Council

To download Employment Application go to [www.cadc.com](http://www.cadc.com) or for more information call 501-315-1121