

JOB POSTING

Special Projects Coordinator (Quality Assurance) AMP Program Part-Time

JOB TITLE: *Special Projects Coordinator (QA)
AMP Program*

REPORTS TO: *AMP Program Manager*

STATUS: *Part-time (20 hours/week)
Non Exempt*

SALARY BAND: *Salary \$15.00-17.00/hr.*

The Special Projects Coordinator (Quality Assurance) completes data entry and maintains participant files for the AMP Program. This position performs quality assurance process on files to ensure compliance with requirements. The Special Projects Coordinator plans, organizes, delivers and evaluates training programs to staff on best practices, files maintenance, compliance and reporting expectations.

See Job Description for detailed description of position

Send resumes to:

humanresources@impactca.org

Applications are available at:

**700 Bryden Road
Columbus, OH 43215**

Resumes will be accepted until this position is filled.