



JOB POSTING
Special Projects Coordinator
Security Assistant

JOB TITLE: *Special Projects Coordinator - Security Assistant*

REPORTS TO: *Security Manager*

FUNCTION: *Hourly, Full-Time, Non-Exempt*

SALARY: *\$12.00/hr. - \$14.00/hr.*
Benefit Package Options Available

Under the direction of the Security Manager, this position is responsible for providing customer service and security support to the Agency. Serves visitors and program participants by greeting, welcoming and directing them appropriately. Monitors premises by patrolling the property. Identifies, anticipates and resolve potential security issues as warranted. Ensures individuals follow security guidelines as indicated by the Agency. Performs basic clerical and other functions in support of Agency operations.

See Job Description for detailed description of position

Please send resumes to:
humanresources@impactca.org

Applications are available at:
700 East Bryden Road
Columbus, Ohio 43215

Resumes will be accepted until the position is filled

***EQUAL EMPLOYMENT OPPORTUNITY:** Federal and State laws apply to all forms of employment decisions and actions, including pre-employment inquiries. IMPACT Community Action is an equal opportunity employer and complies with applicable State and Federal laws relating to employment practices.*