

Highland County Community Action Organization Inc.

OhioMeansJobs Center Workforce Specialist

Highland County Community Action Organization, Inc. (HCCAO), a private non-profit agency, is seeking a full-time Workforce Specialist to support daily operations at our OhioMeansJobs (OMJ) Center in Greenfield.

This position ensures the OMJ Center runs efficiently and delivers high-quality service to job seekers, employers, and community partners. The Workforce Specialist greets and assists visitors, supports individuals with job search and training opportunities, and helps connect customers with local resources and programs. The role also involves working with local businesses to coordinate job postings, hiring events, and outreach activities.

Additional responsibilities include maintaining accurate documentation, managing the center's website and Facebook page, helping organize job fairs and events, and ensuring the center remains clean, organized, and welcoming. The Specialist will work closely with the OMJ Center Manager and other team members to meet program goals and compliance standards.

Qualifications:

A high school diploma or equivalent is required, with at least three years of office, receptionist, or customer service experience preferred. Strong communication skills, attention to detail, and proficiency in Microsoft Office are essential. Familiarity with OhioMeansJobs.com is a plus.

Interested persons mail resume to HCCAO 1487 North High Street, Suite 500, Hillsboro, Ohio 45133 attention Human Resources. Job Ad open until filled.

HCCAO, Inc. is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

