



Licking/Knox Goodwill Industries, Inc.
65 S. 5th Street • PO Box 828
Newark, OH 43058-0828
Phone 740-345-9861 • Fax 740-345-3191

View all of our job openings & apply online at
www.goodwillnewark.com

POSITION:

Vice President of Career Services

JOB# 13294811

SITE:

Goodwill Career Services Office • 55 S. Fifth St • Newark, OH

DAYS/HOURS:

40 hours per week • Monday-Friday • 7:30am-4:30pm • Must be flexible to meet business needs

DUTIES:

This position is responsible for managing the entire Career Services Department, including the staff, programs, and department performance. Duties may include but are not limited to: Supervise all staff in the Career Services Department. Develop and oversee annual Career Services division budget. Develop and maintain all department policies and procedures. Prepare and audit monthly billing statements. Research, write, and submit grants and proposals.

REQUIREMENTS:

Bachelor's degree with coursework in psychology, rehabilitation, or social services.
Knowledge of CARF standards required.
Experience with supervision and leadership.
Must have a valid Ohio driver's license and be able to meet established driving standards.
Employer conducts pre-employment background check and drug test.

POSTING DATE: 05/07/15

APPLICATIONS ACCEPTED THROUGH: 05/14/15

HOW TO APPLY:

APPLY ONLINE! Complete Recruit Wizard for this position on our website at www.goodwillnewark.com

Please be prepared to upload, paste or type your resume when prompted.

Applications may also be submitted by mail, fax or in person at the Administrative Building during regular office hours.

NO PHONE CALLS, PLEASE.

You will be contacted by Human Resources if your qualifications meet our specific needs.

Licking/Knox Goodwill Industries, Inc. participates in state and federal training and employment programs. All applicants must meet program eligibility standards as required by law.

Licking/Knox Goodwill Industries, Inc. is an Equal Employment Opportunity and Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, ancestry, national origin, veteran status, mental or physical disability, sexual orientation, gender identity or any other status protected by federal, state, or local law.

EOE/AA/M/F/Vet/Disability