OAKWOOD UNIVERSITY
EMPLOYEE SERVICES/HUMAN RESOURCES

NOTICE OF AVAILABLE POSITION

POSITION: Community Service Manager

DEPARTMENT: Healthy Community

STATUS: Regular Full-time (38 weekly hours)

QUALIFICATIONS:

Must have a strongly expressed commitment to Jesus Christ and the teachings of the SDA Church as evidenced by regular SDA Church membership.

• Earned college degree. Preference will be given to candidates with a degree in health or health education, nutrition, career development, public health, social work or related fields.
• Strong commitment to the mission and values of Oakwood University
• Strong writing, analytical, budget and assessment skills.

BRIEF DESCRIPTION OF DUTIES:
• Analyzes data to determine the effectiveness of programs and writes reports.
• Suggests and implements improvements to programs and services.
• Plans and manages outreach activities for increased awareness of programs.
• Assists with writing proposals for health, food, and social services funding.
• Develops and submits program assessment reports to the Community Engagement Executive.
• Supervises assistant/data coordinator, student health ambassadors, and approved volunteers.
• Manages day to day activities of the Health Community programs.
• Oversees administrative aspect of health disparities and food, job and income insecurity programs to meet the objectives for the Mobile Market, food pantry, etc.

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- Delivers programming by working with staff, community members, volunteers and other stakeholders.
- Performs other related duties as assigned.

SALARY: Commensurate with education and experience

POSTING DATE: **November 2022**

CLOSING DATE: **Opened until Filled.**

HOW TO APPLY: ==**Interested persons must submit employment documents electronically**==:
  - Download the application **in Google Chrome**
  - Open application **in Adobe Reader**
  - Save and send as attachment with required supporting documents listed below
  - You will receive an auto reply confirmation once Employee Services has received your documents

REQUIRED DOCUMENTS:

Completed Employment Application
Vita/Resume
Copy of Degree/transcript

Email: Hroffice@oakwood.edu

Oakwood University participates in **E-Verify**

OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER

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