

ECONOMIC OPPORTUNITY PLANNING ASSOCIATION OF GREATER TOLEDO, INC.

JAY BLACK, JR.
BOARD CHAIR

RICHARD JACKSON
1ST VICE-CHAIR

DR EARL MURRY
2ND VICE-CHAIR

RICHARD J. KIRSCH
TREASURER

PAMELA WILSON
SECRETARY

JAMES H. POWELL
PRESIDENT / CHIEF EXECUTIVE OFFICER

Hamilton Building
505 Hamilton Street
Toledo, Ohio 43604-8520
(419) 242-7304 § Fax : (419) 242-8263
<http://www.eopa.org>



Department of Human Resources

J O B V A C A N C Y A N N O U N C E M E N T

Economic Opportunity Planning Association of Greater Toledo, Inc., (E.O.P.A.) is the designated Community Action Agency for Lucas County for low to moderate income people to achieve self-sufficiency. An individual can receive a vast array of information, services, and referrals in a one-stop delivery system.

APPLICATIONS ACCEPTED:

March 08, 2010 - March 16, 2010

APPLY:

E.O.P.A. - Human Resources Specialist
525 Hamilton Street, Suite 202
Toledo, Ohio 43604
8:30 a.m. – 3:30 p.m.

HIRING POLICY:

Equal Opportunity Employer

BILINGUAL CAPABILITY WILL BE GIVEN ADDITIONAL CONSIDERATION

Home Repair Assistant

- \$12.23 / hour (post-probationary); 10 hours per week, 52 weeks per year
- Assist Office Coordinator with data entry and other related tasks
- Determine home repair eligibility for senior citizens and disable clients

Qualifications

- High School diploma/GED required
- Proficiency with MS Word and familiarity with computers required

Apply at EOPA, 525 Hamilton St., Ste. 202, 8:30-3:30. Must have reliable transportation and possess a valid Driver's License with proof of auto and liability insurance. Must be willing to travel locally. Employment is contingent upon successful completion of background check and possible drug testing.

NO RESUMES ACCEPTED WITHOUT A COMPLETED APPLICATION. NO PHONE CALLS!