

NEW JOB LISTINGS (OCTOBER 2012)

New Opportunities

Jump Start Opportunities

Check out the [Open Positions](#) with JumpStart client and portfolio companies.

CAREER OPPORTUNITIES – COSE / Greater Cleveland Partnership - Here is a link to GCP and COSE open positions: <http://www.gcpartnership.com/CareerOpportunities.aspx>.

Career Opportunities – Positively Cleveland has several open positions. Learn more here: <http://www.positivelycleveland.com/about/employment/>. If you know someone that is interested, please encourage him/her to send resumes to hr@positivelycleveland.com. Please include the position of interest in the subject line. If you have any questions, please contact Jennifer DiFranco, HR Manager/Finance Administrator, at [216.875.6618](tel:216.875.6618) or jdifranco@positivelycleveland.com.

Career Opportunities – Global Cleveland LinkedIn Group – For regular job postings, join the Global Cleveland LinkedIn page titled Cleveland Recruiting – a Program of Global Cleveland. To join, visit this page: http://www.linkedin.com/groups?gid=3695814&trk=myg_ugrp_ovr

Company: University Hospitals

Location: Cleveland

Position # : 596257

Position: Human Resource Manager

Shift: Days, M-F

Status: Regular Full Time

Company Overview: University Hospitals (UH) is a community-based healthcare system which serves patients at more than 150 locations throughout Northern Ohio, including seven wholly owned and four affiliated hospitals.

In this role, this position will be supporting both the University Hospitals Richmond and Bedford Regional Hospitals:

- **University Hospitals Richmond campus of UH Regional Hospitals,** is a 110-bed, full-service, community-based, acute-care teaching hospital. The hospital offers the residents of Lake and eastern Cuyahoga counties more than 30 specialties from over 400 physicians, supported by an outstanding nursing staff. The financial investment made by University Hospitals at UH Richmond Medical Center has enhanced the most vital partnership of all: the one between UH Richmond Medical Center and its community. Patient-centered care is at the heart of the medical services available at UH Richmond Medical Center. The medical, technical and support staff focus on the most important element of each and every hospital contact - the patient. Special services available at UH Richmond Medical Center are the Center for Comprehensive Orthopaedic Care, the UH Harrington Heart & Vascular Institute, the UH Neurological Institute, Spine Center and wound care.
- **University Hospitals Bedford campus of UH Regional Hospitals,** is a 110-bed, private, nonprofit, full-service, acute-care community hospital. Originally founded in 1908, the hospital has grown through the years to keep pace with an ever-expanding population and demand for high-quality, accessible medical care. Recent additions and enhancements include the addition of the UH Harrington-McLaughlin Heart & Vascular Institute, offering invasive and noninvasive procedures; an MRI suite with separate entrance and parking; the Wound Care and Hyperbaric Medicine Center; the UH Neurological Institute, offering general neurology

services and advanced stroke care; upgraded CT capabilities; expansion of the Emergency Department; and renovations throughout the facility. The medical center also includes an Outpatient Surgery Center.

Position Overview: The Human Resources Manager is a visible contributing business partner leading planned, efficient, and value-added human resources services in support the entity and system human resources strategies and goals.

Specific duties and responsibilities:

- Participating as an active member of the corporate human resources leadership team to facilitate and provide input on the development of system wide human resources services.
- In support of the Hospital President, acting as the primary interface between corporate human resources and the entity senior leadership team to align system wide initiatives with business entity goals.
- Leading and integrating change management initiatives.
- Coaching and counseling senior leadership and department managers to promote effective employee relations management and organizational effectiveness.
- Assessing managerial gaps and recommending developmental plans.
- Partnering with entity leadership and Organizational Development and Learning on appropriate succession planning.
- Providing leadership and counseling regarding human resources related investigations.
- Partnering with legal and compliance to support risk management and appropriate outcomes.
- Managing and tracking departmental budget.
- Driving entity employee engagement.

Position Requirements:

- Minimum 5-7 years professional/exempt level Human Resources experience required.
- Proven ability to work effectively and lead and manage through influence.
- Direct knowledge of:
 - Federal/State regulatory agencies (NLRB, EEOC, OCRC, etc.),
 - Accreditation organizations,
 - Employment, compensation, benefits, wage and hour regulations and practices.
- Demonstrated knowledge in areas pertaining to Organizational Development, Education & Training and Organizational Change and Effectiveness.
- Proven performance of driving change through an organization.
- Experience in assessing opportunities, developing business plans, and implementing programs.
- Drive business results through creation and implementing a strategic business plan.

Preferred Requirements:

- Experience in a large, complex healthcare setting strongly preferred.
- Supervisory or management experience strongly preferred

To Apply: <http://www.uhhospitals.org/uh-career-center/job-search?startsearch=1>

Company: Shaker Heights Public Library

Position: Business Manager/Fiscal Officer

Salary: \$60,000 minimum depending upon qualifications and experience.

Position Overview: Shaker Heights Public Library is seeking a Business Manager/Fiscal Officer to oversee financial operations of a busy suburban library system serving a diverse community. The Business Manager/Fiscal Officer is responsible for all library funds and ensuring all financial operations comply with State of Ohio statutes, auditing requirements, sound financial practices and the policies and decisions of the Board of Trustees.

Responsibilities:

- Preparing and administering the annual budget.
- Preparing financial statements; participating in long-range planning.
- Developing and maintaining a system of internal accounting controls.
- Directing the Business office, purchasing and payroll functions.
- Supervises a staff of one.

Qualifications:

- Candidate must possess a bachelor's degree in business, accounting, management or a related field.
- Minimum of four (4) years business experience with progressive levels of responsibility, or an equivalent combination of education, training, and experience.

Preferred Qualifications:

- Master's degree, CPA, and public sector or library experience
- Experience with CMI [accounting software](#) and Paycor a plus.
- Must meet bonding requirements.

Contact: To [apply for](#) this position, please send resume, cover letter, and completed application, available [here](#) or at the Circulation Desk to: Shaker Heights Public Library/16500 Van Aken Boulevard/Shaker Heights, Ohio 44120 Attn: Human Resources/Fax: 216-991-5951 Email: HR@shakerlibrary.org /Equal Opportunity Employer

Company: City of Cleveland Heights

Position: Invoicing / Accounts Payable Clerk

Location: Willoughby

A Willoughby company is looking for Invoicing/Accounts payable clerk. They will be responsible for creating invoices in Auto Task and entering and paying bills in Peachtree (but the company will be converting to Quickbooks in January). The position requires 2 years of some accounting experience and pays \$14.00 hour with full benefits. If interested send a resume to Tricia Markovic, The Office Works, 440-821-9203, tmarkovic@theofficeworks.biz.

Company: City of Cleveland Heights

Position: Management Information Systems

Mission: Lead the City of Cleveland Heights by providing organizational value that facilitates innovative, creative, cost-effective technological solutions that enrich the community and enable our workforce to perform their duties in a timely and more efficient manner.

Position Overview: The Management Information Systems Division provides information technology services to all City Departments and the Municipal Court by coordinating strategic technological directions, developing common standards, architectures, and business solutions to deliver city services more efficiently and effectively. The MIS Division has developed and now supports a local and wide area network with 11

servers that provide major software applications to over 250 users. MIS also manages the City's telecommunications systems including Voicemail, Voice-Over Internet Protocol, Digital and Analog communications. Other MIS responsibilities include Policies and Procedures, Internet, Intranet, E-Mail, WiFi, Mobile Data Terminals, Surveillance Equipment, Training and Technical Support.

Statement of Direction:

- Align information technology goals with the city's business strategy
- Acquire and implement supportable hardware and software resources that are compatible with the city's infrastructure
- Place high priority on securing and protecting the city's information technology
- Promote enterprise wide applications that enable sharing of data between all departments
- Develop and maintain a telecommunications plan that meets the needs of all departments Investigate new technologies that may provide improved solutions to departmental needs
- Increase justifiable electronic government initiatives that benefit the organization and the citizens in kind
- Maintain a vision of practicality and cost consciousness
- Place a higher priority on training in order to improve employee productivity

To Apply: Contact [Donna Tausz](#) Human Resources 216-291-5757

Company: Diabetes Partnership

Position: President and CEO **Company Overview:** Diabetes Partnership of Cleveland (DPC) improves the lives of people affected by diabetes by providing support for adults with type II diabetes and operating a summer camp for children with type I diabetes. DPC is an independent organization not affiliated with any national group.

The President and CEO is responsible for overall administration and management of the DPC, including programs, fundraising and all business operations. Areas of responsibility include planning and evaluation, policy development and administration, personnel and fiscal management, public relations and marketing. This is a full-time position, hired by and directly accountable to the board of directors through its elected board chair.

Duties and Responsibilities:

Management and Administration

- Organize and facilitate an ongoing planning process
- Set organizational goals and objectives which are consistent with the mission and vision of the DPC
- Develop, administer all programs including the operation of Camp Ho Mita Koda
- Ensure fulfillment of responsibilities and compliance to funding sources and regulatory agencies
- Maintain all official documents, records, property and equipment in a safe and organized fashion.
- Ensure that the organization is technically equipped and effectively using technology to its capacity.

Fiscal

- Develop, recommend, and monitor annual budget process
- Ensure proper record-keeping and reporting
- Submit financial statements to the board of directors

Human Resources

- Administer board-approved personnel policies
- Provide for adequate supervision and evaluation of all staff

Development

- Develops and implements short and long-range fundraising plans that address the programmatic and financial needs of the Association.
- Supports board of directors as they make individual calls on potential donors
- Works closely with the Director of Development
- Develops and supports other revenue streams including special events and fees for service activities.

Communications

- Represents the DPC in the Greater Cleveland community as the principal spokesperson for the organization
- Keeps legislators and other government officials informed about issues associated with the treatment of diabetes
- Ensures appropriate representation of the DPC with all employees.

Required Qualifications:

- A minimum of 10 consecutive years of relevant work experience, including the leadership or management of a nonprofit organization or a substantial nonprofit program.
- Demonstrated experience and success in fundraising.
- Non-profit financial management, supervisory skills, public speaking and strong board relations experience
- Candidate must hold a Bachelor's degree.

Preferred Qualification: Master's degree

To Apply: Send Resume to humanresources@diabetespartnership.org.

Company: Lorenzon Law LLC

Position: Legal Secretary/Administrative Assistant

Posting Date: October 1, 2012/Full time position.

Lorenzon Law seeks a Legal Secretary for a rapidly growing practice in immigration law, criminal law and aviation law. The firm is a high paced, high volume practice and is pleased to offer this position.

Legal Secretary/Administrative Assistant Job Duties:

- Welcomes guests and clients by greeting them in person or on the telephone; answering or directing inquiries.
- Produces information by:
 - Transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics;
 - Coordinating case preparation, including preparation of filing of applications with USCIS, EOIR USICE, USCBP, TSA , FAA, NTSB and Federal and State Courts, trial and appellate levels.
- Conserves attorneys time by:
 - Reading, researching, reviewing, verifying, and routing correspondence, reports and legal documents; drafting letters and documents;
 - Collecting and analyzing information; initiating telecommunications; organizing client conferences, and attorney meetings; scheduling couriers, court reporters, expert witnesses, and other special functions;
 - Coordinating preparation of charts, graphs, and other courtroom visuals; preparing expense reports.
- Maintains attorney calendar by:
 - Planning and scheduling conferences, teleconferences, dispositions, and travel;
 - Recording and monitoring court appearance dates, pleadings, and filing requirements;
 - Monitoring evidence-gathering; anticipating changes in litigation or transaction preparation requirements.
- Represents attorney by:
 - Communicating and obtaining information;
 - Following-up on delegated assignments;
 - Knowing when to act and when to refer matters to attorney.
- Generates revenues by documenting and inputting attorney billable time and reimbursable expenses; preparing invoices; tracking payments.

- Maintains client confidence by keeping client/attorney information confidential.
- Provides historical reference by developing and utilizing filing and retrieval systems;
 - Recording meeting discussions;
 - Maintaining transcripts;
 - Documenting and maintaining evidence.
- Maintains office supplies by:
 - Checking stocks;
 - Placing and expediting orders;
 - Evaluating new products.
- Ensures operation of equipment by:
 Completing preventive maintenance requirements;
 Calling for repairs.
- Updates job knowledge by:
 - Participating in educational opportunities;
 - Reading professional publications;
 - Maintaining personal networks;
 - Participating in professional organizations.
- Enhances department and organization reputation by:
 - Accepting ownership for accomplishing new and different requests;
 - Exploring opportunities to add value to job accomplishments.
- Coordinates client meeting with our Spanish speaking clientele.

Skills/Qualifications:

- Documentation Skills,
- Meeting Planning,
- Supply Management,
- Telephone Skills,

Office Experience:

- General,
- PC Proficiency,
- Verbal Communication,
- Internal Communications,
- Dependability,
- Professionalism,
- Client Relationships,
- Spanish Language fluency is a prerequisite for this position.

To Apply: Contact Jason Lorenzon 5005 Rockside Road, Suite 600 | Independence, Ohio 44131
 Office: (216) 573-3722 | Fax: (216) 573-3796 |

Company: ReMax – Holly Pratt

Position: Administrative Assistant

Hours: 20 Hours Per Week/Part-Time

Location: Work From Home – Must be on Westside (Preferably Avon or Strongsville Area)

Must Have Access To:

- Newer computer, MS XP or higher
- MS Office Suite (Word, Excel, PowerPoint, Digital Image or other photo management software)
- Printer, Scanner, Fax, Copier, Phone

Desired Skills & Experience

- Minimum High School Diploma or equivalent
- Two years real estate experience
- Expertise in MS Office (Word, Excel, PowerPoint), MS Digital Image or other photo management software
- Professional verbal and written communication skills
- Highly internet savvy
- Expertise in Net mail
- Experience with Online Marketing
- Creative Writing experience desirable

To Apply: Send resume to hpratt@remax.net or call 440-925-6774

Company: YWCA

Position: Case Manager

Hours: Part-Time

Contact: Theresa Wootten . [440-714-9356](tel:440-714-9356) Cell

Company: Beck Center for the Arts

Position: Director of Development

Company Overview: Beck Center for the Arts is more than a non-profit organization that combines professional theater with arts education. We create art experiences. We are committed to creating an arts experience that is as individual as the people we serve with eclectic performances to suit many tastes, education opportunities for all ages and abilities, community outreach and free exhibitions. Learn more about us at www.beckcenter.org

Position Overview: Beck Center for the Arts seeks a talented individual to join us in the role of Director of Development. In this hands-on role, the Director of Development is responsible for developing, implementing, managing, and evaluating a comprehensive development program to maximize contributed income in support of the mission of Beck Center for the Arts.

Responsibilities:

- Manages staff
- Works with board volunteers in planning and executing all annual, sponsorship, capital, endowment, and planned giving programs, as well as fund-raising events and benefits.
- Grant applications to federal, state, and local government agencies that provide arts funding;
- Researching and applying to private foundations and corporations that provide arts grants.
- Recommend fund-raising policies and procedures to the President & CEO and Board with the goal of building a year-round development program that demonstrates the highest standards of professionalism and ethical conduct.

Experience:

- We seek an individual with 5 plus years of comprehensive development experience, preferably including capital campaign and major gift fundraising, securing and stewarding gifts in a nonprofit environment.
- Must have experience managing people and budgets, computer skills, good writing and communication skills, and be detail-oriented.
- Must have proven ability to work independently in an organized and results-oriented manner.

We offer a fun and flexible working environment with a unique arts and education mission.

To Apply: Please share this job opportunity with any qualified candidates and encourage them to apply in confidence, along with a resume and a current or desired salary range, to Lucinda.Einhouse@beckcenter.org We are an equal opportunity employer.

Company: Catholic Community Connection

Position: Community Wellness Director

Catholic Community Connection will provide a structured, whole person, wellness education program called *Abundant Life, Care for the body, mind, and spirit* for staffs of community service associations in Greater Cleveland and the people they serve. Participants will include people from academic institutions, faith-based groups, health and human services, older adult and youth, veterans, and volunteer programs. From these participants, Catholic Community Connection will recruit and train individuals to teach the Abundant Life program throughout these community associations. These future educators will participate in the Trainer Education Day. Catholic Community Connection will also convene an expert team to define steps and provide direction for the establishment of an Abundant Life Institute.

Program Overview: The Abundant Life program uses a method of successfully evaluated adult education that teaches people practical, effective ways to take an active role in their well-being. This wellness program supports the philosophy that every person is an inseparable unity of body, mind, and spirit and that care for the whole person contributes to fuller, more, meaningful life. It unites people of all ethnic backgrounds, economic means, and faith traditions creating a paradigm that builds respect for our self and others as whole, multidimensional persons. The program was independently evaluated with substantial outcomes of improved participant health and well-being. *Published* research reports are available at www.AbundantLifeEducation.com.

Principal Proposed Activities:

Employ Abundant Life Director of Community Outreach to:

- Coordinate and facilitate community activities,
- Recruit educators for training,
- Supervise Abundant Life Ambassadors, and
- Orchestrate community participation.

This role may expand into the role of Director of an Abundant Life Institute. (1 FTE plus benefits)

- Provide wellness education programs throughout the community
- Recruit and train Abundant Life educators
- Engage Abundant Life ambassadors to carry out the logistics for their organization, which will sponsor an Abundant Life wellness program.
- Recruit participants, provide hospitality, and hold post-education follow-ups.
- Convene an expert Team to guide the establishment of an Institute
- Provide Eight Abundant Life programs throughout the community over 24 months

To Apply: Contact Pamela A. Maidens Director of Mission Education & Spiritual Development Catholic Community Connection 2475 East 22nd Street Cleveland, Ohio 44115 Office: 216-377-4352 Cell: 440-935-0101

Company: Amresco, Inc

Position: Aseptic Processing Specialist and Chemical Handler

Shift: 2nd and 3rd

Required Skills:

- Possess strong math and reading skills,
- Familiarity with the metric system,
- Detail-oriented and strong quality ethics.

Other preferences include:

- Experience working in a technical field, with a preference for previous chemical handling
- Provide technical expertise and training in the areas of aseptic technique and sterile filling operations.
- Process assigned orders error-free and in compliance with safety and FDA/ISO guidelines.
- Thoroughly and accurately complete paperwork regarding the processing of chemical material.
- Prior experience in troubleshooting/preventative maintenance

For more information on these AND OTHER positions at AMRESKO LLC:

<http://www.amresco-inc.com/careers>

To Apply: Please send resumes to Ken Wade (kwade@amresco-inc.com) and Alisha Caraballo (acaraballo@amresco-inc.com) - referral -Cynthia Parish

Company: Neighborhood Family Practice

Position: Development Associate

Reports To: Director of Business Operations

Position Summary: Under the direction of the Director of Business Operations, responsibilities include supporting the fundraising department through communications, marketing and events, grants and donor management, social media efforts and website content management.

SPECIFIC DUTIES

- Work with the Director of Business Operations to develop and implement an effective internal and external communications and marketing plan for the organization, including materials development for and activities related to media and public relations, annual reports and other marketing and communications materials.
- Manage online communications including website, e-newsletter and social media.
- Establish and maintain media and public relations contacts.
- Responsible for leading and ensuring the successful execution of all special events, including the annual fundraiser.
- Support the activities of the development department, including but not limited to constituent management through Fundraiser Basic including recording data and report generating; donor correspondence; and semi-annual mailing for the annual fund.
- Support activities related to the growth of a major donor program, including cultivating existing and new donors with assistance from the Executive Director and the Director of Business Operations.
- Organizing donor education events.
- Attend relevant internal and external meetings and serve as a representative of NFP throughout the community.
- Research public and private grant agencies and foundations to identify potential sources of funding for NFP's programs.
- Assist with grant writing and report generating as requested.
- Other duties as assigned.

Qualifications:

- Ability to handle multiple projects and work independently.

- Excellent oral and written communication skill
- Knowledge of all computer programs and technical support.
- Highly motivated and able to work in a fast-paced environment with a positive manner.
- Strong interpersonal skills with ability to work with a wide variety of constituencies.
- Possess a cooperative and positive attitude.
- Ability to communicate and work with a diverse population.
- Familiar with fundraising and communications software.
- Experience working with and managing project teams and volunteers effectively
- Commitment to the mission of Neighborhood Family Practice.

Essential Physical Demands and Working Environment:

(The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Ability to see, communicate, hear and utilize electronic communication devices.
- Office work environment.
- Local and regional travel may be required

Previous experience that is *necessary* background to qualify for this position:

- Bachelors degree
- One year of experience working in marketing, fundraising or a related field
- Computer experience is essential.
- Valid Driver's License and active car insurance.

Company: Stein Wellness Centers/Sara L. Stein, M.D.

Position: Office Manager

Hours: Part-Time – very flexible

Requirements:

- Medical Office Experience
- Bookkeeping (simple)
- Medical billing (simple)

To Apply: Contact Dr. Stein/Stein Wellness Centers/27600 Chagrin Blvd #360/Woodmere, OH 44122/Ph 216.831.4650/Fax 216.831.4625/<http://SteinWellness.com>

Company: MedWish

Position: Volunteer Manager

Reports to: Director of Operations

Job Type: Salaried, Full Time (Commensurate with experience)

Job Description: An active volunteer base is critical to the success of non-profit organizations. The number of volunteer hours will directly impact our ability to grow. Recruitment, training, relationship building and recognition are the best practices to increase and retain volunteers. An increase in volunteers will not only provide labor, but also awareness building and potential monetary contributions and strategic opportunities. Active and engaged volunteers are much more likely to reciprocate with our mission.

Responsibilities:

- Schedule, stage, and educate volunteers in daily sorting and packing projects to facilitate the MedWish mission.
- Create and implement a volunteer retention plan.
- Manage and supervise MedWish Internship program along with work development programs.

- Supervise Special Needs Volunteer Coordinator, providing guidance, projects, and coverage as necessary.
- Supervise additional Volunteer Coordinator and Assistants as assigned to the program.
- Foster strategic opportunities for those volunteers with the potential for increased financial and gift in kind giving in conjunction with other staff members and key volunteers.
- Create and implement methods to communicate the MedWish mission and retain volunteers. This may occur individually or in conjunction with Communications or Development staff.
- Assist with mission critical projects including, but not limited to, packing orders, receiving supplies, setting up for special events, clerical project, and maintain the MedWish workspace.

Requirements:

- Strong communication skills.
- Ability to work with diverse stakeholder population.
- Outgoing and patient demeanor.
- Strong computer skills (Email, Internet Research, Google suite, Microsoft Office applications).
- Work 1-2 Saturdays a month along with some evening (6pm-8pm) hours.
- Ability to lift 40 pounds.
- Ability to work on your feet for an extended amount of time (5-6 hours per day).
- Ability to succeed in a fast-paced, non-traditional work environment.
- Bachelor's degree or higher preferred.
- Medical background helpful, but not required.
- Multi lingual helpful, but not required.

To Apply: Send only qualified resumes and cover letters to Andres Perez-Charneco, acharneco@medwish.org. No phone calls, please.

Company: The Free Medical Clinic of Greater Cleveland

Position: Director of External Relations

Full Time: 40 hours per week

Salary: Commensurate with skills and experience

ROLE: In collaboration with the Board and leadership staff, the Director of Volunteer & External Relations is responsible for overseeing the development and implementation of all volunteer management, marketing, communications, advocacy, and external relations activities. S/he will improve The Free Clinic's image and position within the community, facilitate professional external communications, ensure adequate in-kind personnel contributions, enhance the organization's impact on relevant public policy issues, and provide staffing support for several key Free Clinic standing committees. This position reports to the Executive Director.

QUALIFICATIONS:

Required:

- Bachelor's degree in marketing/communications, public relations, or related field.
- Four years minimum experience and demonstrated skills and knowledge in volunteer management, marketing/communications, public relations, and government relations.
- Demonstrated experience writing press releases, overseeing the design and production of print materials and publications, making public presentations, and working with media.
- Strong creative, strategic, and analytical skills.
- Ability to manage a database system.
- Excellent organizational, administrative, and communication skills.
- Ability to manage multiple substantial projects and work independently.

Preferred: Graduate degree in related field and experience working with nonprofit organizations.

AREAS OF RESPONSIBILITY:

External Affairs:

- Manages external communications and promotes the organization through community involvement. Oversees community affairs and promotes organizational collaborative opportunities.
- Builds relationships with educational and professional institutions to recruit volunteers, and serves as an agency liaison with community groups.

Volunteer Services:

- Plans and implements a comprehensive agency-wide volunteer services program that provides for the recruitment, screening, selection, and orientation of lay and professional volunteers.
- Ensures adequate volunteer staffing support for all Clinic departments and services.
- Facilitates student internships and rotations through institutional academic affiliations.
- Directs volunteer orientation, solidifies departmental policies and procedures, maintains volunteer records, and monitors volunteer efficacy through direct observation and staff feedback.
- Develops and implements instruments for volunteer evaluation and recognition.
- Plans and coordinates volunteer appreciation activities on a regular schedule.

Marketing/Communications:

- Enhances the organization's brand identity through effective print and electronic marketing and communications including brochures, newsletters, and annual reports.
- Cultivates relationships with appropriate media sources to ensure consistent external communication and, in collaboration with the Executive Director, acts as the organization's representative and spokesperson to the public.

Advocacy:

- Researches and monitors regional, state, and federal government activities to determine appropriate advocacy opportunities for the organization.
- Prepares executive summaries and other documents to inform Free Clinic Board, staff, volunteers, and various constituents about relevant public policy issues.

Other:

- Contributes to the Administrative Leadership Team in the overall management of the organization, including:
 - Creating budgets,
 - Developing management policies,
 - Creating and monitoring performance measures,
 - Developing an environment that fosters ethical behavior and values diversity and fairness.
- Promotes effective communication within and between departments through teamwork and attending departmental and Free Clinic all-staff meetings.
- Supervises External Relations Coordinator.
- Other duties, as assigned.

To Apply: Submit Resume by September 15, 2012 to Jolynda Gibbs, HR Manager, hr@thefreeclinic.org

The Free Medical Clinic is an Equal Opportunity Employer & service provider. *The Free Clinic provides quality health care and related services free of charge to those who lack appropriate alternatives, and advocates for policy changes that make health care available to all.*

12201 Euclid Avenue ♦ Cleveland, Ohio 44106-4399 ♦ Tel: (216) 721-4010 ♦ Fax: (216) 707-3530 ♦ www.thefreeclinic.org

Company: AMRESKO, LLC- Current Job Opportunities

AMRESKO is one of the world's leading manufacturers of fine chemicals and biochemical reagents, distributed directly under the AMRESKO brand or private labeled for large global leaders. Purity is our priority, and AMRESKO assures that the highest industry standards are achieved through rigorous ISO standards and FDA regulations. Cost and material efficiency is essential in achieving competitive advantage in today's challenging market. That's why we provide our products in the exact quantity, formulation, grades and packaging our customers need and want.

Position: **Director of Supply Chain Management**

Apply

Online:

http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?APath=2.21.0.0.0&job_id=JHL3JQ70MC1R6DPF0RN&IPath=QHKV0A

Position: **Purchasing and Procurement Manager**

Apply

Online:

http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?APath=2.21.0.0.0&job_id=JHM5Z270GKQSM21H6W0&IPath=QHKV0B

Position: **Buyer Planner Scheduler**

Apply

Online:

http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?APath=2.21.0.0.0&job_id=JHN1486QC1HK1P3NCZ9&IPath=QHKV0H

Position: **Quality Control Lab Technician**

Apply

Online:

http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?APath=2.21.0.0.0&job_id=JHV0906446ZDK343R3B&IPath=QHKV0C

Position: **Aseptic Processing Specialist**

Apply

Online:

http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?APath=2.21.0.0.0&job_id=JHN47L6X5RWZ2ZWLQ9D&IPath=QHKV0D

Position: **Maintenance Electrician**

Apply

Online:

http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?APath=2.21.0.0.0&job_id=JHP1PK6FZQNKM666VMH&IPath=QHKV0E

Position: **Quality Assurance Manager**

Apply

Online:

http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?APath=2.21.0.0.0&job_id=JHN84W65LTLD3Z1VY8G&IPath=QHKV0F

Position: **Chemical Handler**

Apply

Online:

http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?APath=2.21.0.0.0&job_id=JHR0Z063WZWS9W51ZGB&IPath=QHKV0G

Company: Pease & Associates, Inc

Position: Tax Professionals/Multiple Opportunities – Staff to Manager Levels

Company Overview: Pease & Associates, Inc., a Cleveland-based CPA firm, concentrates on three key services: audit/accounting, tax, and business consulting. We are focused on outstanding client service to build strong relationships. With 20-plus years of experience in the business, Pease & Associates has more than 45 professionals committed to offering quality, pro-active service to a national-based clientele. We are proudly recognized as one of the top CPA firms in Northeast Ohio and a founding member of CPAmerica International.

Position Overview: Due to continued growth, we are currently seeking motivated professionals with 1-10 years' recent public accounting experience to join our tax department from staff to manager levels. You will prepare & review corporate and partnership tax returns with an emphasis on non-profits and the healthcare and manufacturing industries; complete tax planning & research; review compiled financial statements in a variety of industries and be heavily involved with clients in the reporting of financial information, consulting and planning.

Requirements:

- Bachelor's degree in Accounting (advanced degree a plus);
- CPA certification or on track to obtain
- Strong technical and communication skills with the ability to meet critical deadlines.

We offer competitive compensation and outstanding benefit programs, flexible work schedules and excellent career advancement with growth opportunities for motivated individuals. Continuing education and achieving professional certifications are supported.

We have been honored by the Northcoast 99 four years running as one of the great workplaces for top talent in Northeast Ohio. This prestigious annual program recognizes companies that effectively support the attraction, retention and motivation of top performers. At Pease & Associates, hiring and rewarding the best in our business is part of the fabric of our company.

If you are a dedicated CPA with a strong desire for continuous learning and career advancement, please apply online [by clicking here](#). Please note that unsolicited resumes or candidate submittals from any third-party recruiting or search firms will not be reviewed or considered. Pease & Associates, Inc. is an Equal Opportunity Employer.

Company: OrthoData, Inc.

- [Director of Engineering](#)

[OrthoData](#) is a medical device company transforming the way spine surgeons care for patients (none of whom were injured by a tackle, we hope), thanks to the development of a microelectronic, implantable sensor to detect spine fusion progress.

Company: PreEmptive Solutions

- [Account Sales Executive](#)

[PreEmptive Solutions](#) is a global leader in software source code protection, application analytics, security and IT governance, with more than 4,000 corporate clients in over 100 countries.

Company: Juventas Therapeutics

- [Director, Regulatory Affairs & CMC](#)

[Juventas Therapeutics'](#) regenerative therapy product, JVS-100, is used for treatment of late-stage heart failure. Recently, the first patient was treated in a Phase II clinical trial.

Company: AVE Intervision LLC

- [Senior Software Developer](#)

[AMVONET](#), the integrated e-learning solution of Alliance-based software development company AVE Intervision, LLC, is a content management system comprised of three products, including a virtual live classroom/web conferencing environment. The solution is geared to schools, businesses and the medical industry.

Company: Segmint

- [Senior Data Analyst](#)

[Segmint's](#) technology identifies customer spending patterns—to better tailor the types and frequency of online offers sent to them.

Company: SironRX Therapeutics

- [Product Development Associate](#)

Earlier this year, portfolio company [SironRX Therapeutics](#), whose regenerative medicine product facilitates wound healing, was approved for a Phase I clinical trial involving patients who've had a median sternotomy, a surgical procedure during which the sternum is split vertically.

Company: Akron General

Position: Legal Services - Executive Assistant

Reports To: Vice President, Legal Services

Position Summary: The Legal Secretary / Executive Administrative Assistant is responsible for providing secretarial support to the Vice President, Legal Services and the Legal and Risk Management Departments. The Legal Secretary is also responsible for maintaining and updating Legal and Risk Management Department files.

Job Duties:

- Provides administrative and secretarial support to the Vice President, Legal Services and to the Legal and Risk Management Departments including:
- Telephone duties
- Customer service,
- Ordering office supplies
- Opening and distributing mail
- Maintains daily schedule for Vice President, Legal Department attorneys and Risk Management personnel, including scheduling of meetings and the Legal/Risk Management Conference Room schedule.
- Maintains Legal and Risk Management Department files, both paper and electronic, including Legal Security Files.
- Maintains and updates in-house legal reference materials.
- Processes time sheets/payroll for Legal and Risk Management Departments.
- Follows up on insurance carrier survey recommendations to ensure implementation and compliance. Takes meeting minutes and notes as directed by Vice President, Legal Services.
- Processes Department dictation.
- Processes claim reporting under direction of the Director, Risk Management.
- Supervises activities of Risk Management Department secretary.

Qualifications:

Minimum Qualifications:

- High school graduate or equivalent
- Associate's degree in secretarial science, business or related field preferred.
- Three years secretarial experience. Legal experience preferred.
- Proficient in the use of Microsoft Office software, including Access, Excel and Word.
- Proficiency in keyboarding validated by the completion and results of the alphanumeric and/or 10-key tests administered in Human Resources.
- Excellent verbal and written communication skills.
- Excellent organizational skills with the ability to work on multiple tasks/projects and meet deadlines.

Apply Online. Resume may be submitted upon completion of application. Human Resources, Division of Recruitment and Retention Recruitment Application Help Line [330-344-6867](tel:330-344-6867)

Company: OverDrive, Inc

Position: Executive Assistant

Location: Cleveland, OH

Duties:

- Making travel arrangements and preparing itineraries (note that this is a significant part of the job). Preparing, reviewing and responding to internal/external inquiries.
- Assisting in preparation of presentations, correspondence, memos, charts, tables, graphs, plans, etc. and perform supporting research and synthesis of information as needed.
- Providing high-level support to executive staff as required.
- Managing schedules and calendars for team and group projects. Coordinating meetings and group events.
- Preparing and tracking expense reports.
- Proofreading documents.

Requirements:

- BA/BS Degree or equivalent work experience.
- 3-5 years of working effectively with a senior executive in a fast-paced and service-oriented environment administrative experience.
- Dictaphone or transcription experience a plus.
- Internet savvy plus a proven mastery of Office applications including Word, PowerPoint, Excel and Outlook.
- Strong organizational skills, detail oriented, and the ability to handle multiple priorities at once.
- Ability to take initiative, to be resourceful and to adapt to change.
- A proactive approach that is intuitive and able to anticipate fast-changing circumstances.
- Thrive in an environment where multiple activities are ongoing.

Preferred Experience/Background: Experience with Salesforce.

To Apply: Please email your resume and cover letter to jobs@overdrive.com.

Company: National Aeronautics and Space Administration

Job Title:Contract Specialist

Agency:John Glenn Research Center at Lewis Field

Job Announcement Number:GR12B0020

Salary Range: \$49,327.00 to \$77,582.00 / Per Year

Open Period: Monday, June 11, 2012 to Friday, October 26, 2012

Series & Grade: GS-1102-9/11

Position Information:Full Time - Permanent

Promotion Potential: 12

Duty Locations: 1 vacancy - Cleveland, OH [View Map](#)

Who May Be Considered: This announcement is open to all qualified U.S. citizens. This announcement combines a merit promotion and a competitive announcement in one advertisement. Applications will be accepted from status and non-status candidates. Status candidates, including NASA term employees eligible for conversion under the NASA Flexibility Act of 2004, will be considered under merit promotion procedures. Non-status candidates will be considered under competitive procedures.

Job Summary: NASA, the world's leader in space and aeronautics is always seeking outstanding scientists, engineers, and other talented professionals to carry forward the great discovery process that its mission demands. Creativity. Ambition. Teamwork. A sense of daring. And a probing mind. That's what it takes to join NASA, one of the best places to work in the Federal Government.

Duties:

- Handles all aspects related to contracting transactions including
- Developing solicitation documents,
- Obtaining, evaluating and selecting bids and proposals,
- Placing orders and awarding contracts,
- Enforcing order/contract requirements, and other contract administration activities.

Responsibilities typically include functions such as:

- Incremental funding,
- Option exercises,
- Redirection of effort,
- Coordination of time extension,
- Incorporation of change orders issuance of stop work orders,
- Approval of progress payments,
- Final payments to the contractors.
- Awards or recommends contract awards,
- Negotiates price, requirements, delivery dates, incentives, and other terms or conditions;
- Provides resolution to contracting problems
- Interprets agency provisions, providing advice and guidance to management on appropriate actions.

THE FIRST CUTOFF DATE FOR REFERRAL OF APPLICANTS IS JUNE 22, 2012

- As similar vacancies are identified, additional selections may be made.
- This is a bargaining unit position (i.e., covered by a labor agreement).

Key Requirements:

- Occasional travel may be required
- A one-year probationary period may be required
- A must possess at least a Bachelor's Degree or equivalent
- Position subject to pre-employment background investigation
- Selectee must complete a financial disclosure statement

Duties:

- Performs all aspects of contracting transactions including but not limited to: initiation, award, and contract administration for a variety of specialized requirements such as the procurement of complex supplies, services, and/or construction.
- Prepares written requests for proposals, invitations for bids, or requests for quotations.
- Publicizes the requirement, issues the solicitation document, analyzes offers received, prepares a negotiation position, evaluates cost or price proposals, negotiates cost or price, fee or profit as well as technical issues, and executes appropriate formal contract with the successful offeror.
- Prepares supporting documentation and obtains appropriate review and concurrence prior to award.

- Analyzes and determines reasonableness of individual elements of cost, such as direct labor, overhead, materials, other direct costs, general & administrative, and negotiates with assistance of technical and pricing personnel an equitable cost and fee or price for the effort involved.
- Performs contract administration work such as monitoring of contract performance, negotiation of necessary contract modifications, evaluation of contractor performance, and contract closeout.

Qualifications Required:

- Status candidates must satisfy the 1-year Time-in-Grade requirement in order to qualify for further consideration.
- To qualify for GS-9: 2 full academic years of progressively higher level graduate education or masters or equivalent graduate degree or LL.B. or J.D. or 1 year specialized experience equivalent to at least GS-7.

Company: Department of Defense

Position: Financial Systems Analyst

Agency: Defense Finance and Accounting Service

Job Announcement Number: D-DFAS-758223-13

Salary Range: \$71,533.00 to \$92,992.00 / Per Year

Open Period: Tuesday, October 02, 2012 to Monday, October 15, 2012

Series & Grade: GS-0501-12

Position Information: Full Time - Permanent

Promotion Potential: 12

Duty Locations: 1 vacancy in the following location: Cleveland, OH United States [View Map](#)

Who May Be Considered: United States Citizens

Job Summary: DFAS' mission is to lead the DoD in finance and accounting by ensuring the delivery of efficient, exceptional quality pay and financial information. We take pride in serving the men and women who defend America. DFAS is seeking goal-oriented people who like a challenge and care about serving our country.. We offer rewarding careers in finance, accounting, information systems, contracting services, human resources, clerical work and many other areas. For more information visit www.dfas.mil

Company: Department of Defense

Job Title: IT Specialist (CUSTSPT/INFOSEC)

Department: Department of Defense

Agency: Defense Finance and Accounting Service

Job Announcement Number: D-DFAS-751535-12

Salary Range: \$59,681.00 to \$77,582.00 / Per Year

Open Period: Friday, September 21, 2012 to Thursday, October 04, 2012

Series & Grade: GS-2210-11

Position Information: Full Time - Permanent

Promotion Potential: 11

Duty Locations: 1 vacancy in the following location: Cleveland, OH United States [View Map](#)

Who May Be Considered: United States Citizens

Job Summary:

DFAS' mission is to lead the DoD in finance and accounting by ensuring the delivery of efficient, exceptional quality pay and financial information. We take pride in serving the men and women who defend America. DFAS is seeking goal-oriented people who like a challenge and care about serving our country. We offer rewarding careers in finance, accounting, information systems, contracting services, human resources, clerical work and many other areas. For more information visit www.dfas.mil

Company: Cleveland State University

Position: Manager, Grant Accounting (Reposted-Updated Qualifications)

Reports To: Assistant Vice President and Controller

Start Date: As Soon As Possible

Salary Grade: 7

Department: Controller's Office - Cleveland State University

FLSA: Exempt - Administrative **FTE:** 1

Requisition Number: 0600830

Posting Open To: All Applicants (External & Internal)

Position Funding: Regular **Hours Per Week:** 40

Work Schedule: Monday - Friday, 8:00 AM - 5:00 PM Additional hours as needed. **Shift:** No Response

Hiring Range/Pay Rate: \$51,064 - \$74,000 Commensurate with Experience

Bargaining Unit: Non-Bargaining **Full-time/Part-time:** Full-Time

Posting Date: 09-11-2012 **Closing Date:** 10-03-2012

Position Overview: Manages the operations and the overall administration of the University's Grant Accounting function which includes: maintaining and developing the university's restricted grant accounting and financial reporting systems; accounting and financial reporting for federal, state, local and private grants, contracts, and financial aid programs. Remains current with the PeopleSoft Financial and Grants Management systems. Supervises assigned staff. Interacts professionally with all internal and external customers using strong interpersonal skills.

Minimum Qualifications:

- Bachelor's Degree in Accounting, Business Administration or related business field with five years increasingly responsible professional accounting experience required.
- Accounting experience in a university, public sector, or not-for-profit organization.
- Fund accounting experience.
- Proficiency with PC computer systems (MicroSoft Office Products) and computerized accounting systems.
- Must have excellent analytical, writing and communications skills.
- Demonstrated ability in exercising sound judgment in fiscal operations matters;
- Experience in working as part of a team.
- Careful attention to detail, tempered by effective time-management skills.
- Ability to manage multiple projects simultaneously and properly complete assignments and meet goals. Previous supervisory experience.

Preferred Qualifications:

- Certified Public Accountant (CPA) designation,
- Master's degree in business (MBA), accountancy, or related field.
- Certified Research Administrator (CRA) designation.
- Experience utilizing the PeopleSoft Finance and/or PeopleSoft Grants Management system.

Required Applicant Documents: Resume, Cover Letter

To Apply: Applications will be exclusively accepted online at <http://www.csuohio.edu/offices/hrd/employment.html> Mailed or emailed application materials will not be accepted.

Review Begins: 10-04-2012

Company: Cleveland State University

Position: (2 Positions)Enterprise App Devel (Qualifications Updated)

Reports To: Applications manager/Dir. Applications

Start Date: ASAP **Salary Grade:** 07T

Department: Information Services & Technology

FLSA: Exempt - Computer **FTE:** 1

Requisition Number: 0600895

Posting Open To: All Applicants (External & Internal)

Position Funding: Regular **Shift:** No Response

Hiring Range/Pay Rate: \$56,784 - 63,000

Bargaining Unit: PRN **Full-time/Part-time:** Full-Time

Posting Date: 07-17-2012 **Closing Date:** Open Until Filled

Function: Participates in the planning, functionality, customization, testing and implementation of new major releases of PeopleSoft Financials, HCM and/or CS applications.

Responsibilities:

- Functional development of the PeopleSoft Financials, HCM and/or CS applications and other systems that interact with PeopleSoft such as PowerFAIDs, Kronos, web based self-service systems and Apply Yourself as well as in-house developed software.
- May develop or enhance web-based application systems.
- Performs system analysis and design, functional problem solving, application testing, evaluating the interaction of third party software products, assisting with system modifications, the analysis of business practices, short and long range system planning and product analysis.
- Complexity of tasks ranges from moderate to complex.
- Keeps informed of the future direction of PeopleSoft functionality for the Higher Education products. Interacts professionally with all internal and external customers using strong interpersonal skills.

Minimum Qualifications:

- Bachelor's degree in Computer Science or related field or equivalent experience in lieu of degree.
- Three to five years work experience on large-scale computer systems.
- One year ERP experience.
- Strong problem solving skills.
- Strong teamwork and interpersonal skills. Strong verbal and written skills, including ability to express complex technical concepts in understandable terms.
- Ability to work flexible hours and overtime as required.

Preferred Qualifications:

- Bachelor's degree in Computer Science or related field.
- Experience in UNIX, Oracle, web technologies (i.e. HTML, XML, Java, Java Script, ASP, etc.) and web-based application tool sets.
- Implementation experience in current supported versions of PeopleSoft Finance, HCM or CS.

Instructions to Applicants: Applications will be exclusively accepted online at <http://www.csuohio.edu/offices/hrd/employment.html>. Mailed or emailed application materials will not be accepted. Applicant materials received by the review date will get full consideration for this position.

Company: Studio Graphique

Position: Graphic Designer/Design Consultant

Location: Shaker Square

Hours: Full-Time – Occasional Travel

Company Overview: Studio Graphique is a lead branding, placemaking and wayfinding firm with expertise in shaping how people interact with public entities and environments. We help communities, planners, developers and institutions create positive and connective experiences, enhance pride in community and increase economic vitality.

Position Overview: Studio Graphique is seeking an experienced graphic designer who has exceptional technical skills and a keen understanding of the process of developing brands. The position will be deeply embedded in the work on one of our longest term (and favorite) client accounts while having the opportunity to shift into a multitude of project types ranging from traditional graphic design, web design, brand development and environmental graphics. Roles within those projects will vary from project manager, lead creative, support creative and production responsibilities.

Responsibilities include:

- Conceptualize and design print materials, websites and large scale graphics.
- Managing projects and creative teams to facilitate the successful completion of projects that stay on schedule and on budget.
- Taking design concepts and developing high quality, production ready artwork.
- Coordination with vendors to ensure final product is as intended.
- Clear, concise written and verbal communications to client, design team and suppliers; from strategy and concept presentations to team guidance and instruction.
- Client relationship building – nurturing, growing and responding.

Required experience:

- 4-10 years experience in a design firm or similar environment.
- Several years of project management experience, interfacing with both the client and creative team.
- A design portfolio highlighting ideation/conceptual design as well as finished work.
- In-depth knowledge of Adobe Creative Suite.
- Ability to submit a sample production file to demonstrate attention to technical detail.
- Web design and/or environmental graphic design experience is a big plus!

Studio Graphique is a friendly, fast-paced Brand Development and Environmental Graphic Design Consultancy. Our core values are Balance, Quality, Collaboration, Curiosity, Ingenuity and Integrity. Our growing team is seeking candidates who share these values, are fun to work with and have a positive impact on everyone around them. To learn more about Studio Graphique, please visit designwithdirection.com

To Apply: Email jobs@studiographique.com with three relevant samples or your digital portfolio.

Company: Young Audiences of Northeast Ohio

Positions (2): Development Associate & Education Associate

[Young Audiences of Northeast Ohio](http://YoungAudiencesofNortheastOhio.com) is currently seeking qualified candidates for the following positions:

Development Associate

Reports To: Executive Director & Director of Development

The development associate is responsible for coordinating and implementing many of the important general office duties of Young Audiences of Northeast Ohio to support the mission of the organization.

The position has dual responsibilities: assisting the executive director and the development department.

Education Associate

Reports To: Director of Education

The Education Associate is responsible for coordinating and implementing many of the educational components of YANEO. These efforts are designed to strengthen links to the educational community and address the long-term goals of the organization.

For more information on Young Audiences and complete position descriptions, please visit <http://www.yaneo.org/joinus/employment.html>.

Company: The Lesbian Gay Bisexual Transgender Community Center of Greater Cleveland

Position: Program Activities Coordinator

Location: Cleveland, Ohio

Applications via email only: Employment@LGBTCleveland.org

Job type: Part time Non-exempt (20 hours per week)

Company Overview: Founded in 1975, the Center is a community-based non-profit agency advance the respect, human rights and dignity of the lesbian, gay, bisexual and transgender communities. The LGBT Community Center of Greater Cleveland is the center of the Northeast Ohio LGBT community. We work collaboratively with other LGBT and ally groups to address community needs and issues. The LGBT Community Center seeks to create a community that celebrates the inherent worth and dignity of every person regardless of sexual orientation, gender identity or gender expression, and inclusive of class, race and ability. Through our area-wide programming we try to meet LGBT people of all ages, right where they are. Through our Youth Program we offer life skills, sexual health information, diversity and book club discussions, group support and weekly activities. Through our Health and Wealth programming we provide our adult community members with counseling, group support, health workshops and information, seminars on financial health. And through our twice-weekly Senior Program, we offer senior drop-in, events and myriad group activities.

Position Overview: The LGBT Center is currently seeking candidates for a part time Program Activities Coordinator. Our current Program Activities Coordinator is reducing to part-time to accommodate graduate studies. This position will be a second part-time position interacting with and working in collaboration with our current staff. The new Program Activities Coordinator will work with the current Program Activities Coordinator to implement youth programming (age 14-24) including life skills workshops, HIV prevention curriculum, outreach activities and collaboration with other organizations to help facilitate youth dialogue sessions and programming. In addition, the Program Activities Coordinator will oversee Center space during evening hours and will be the closer for the Center. Weekend work will be needed. This is a 100 percent grant-funded position that extends through March 31, 2013 and may or may not be renewed.

Responsibilities:

- Youth programming;
- Youth outreach activities;
- Center space (facility) supervision;
- Supervision training and coordination of Center volunteers for youth and other program activities;
- Other related projects and responsibilities as assigned.

Experience/Requirements:

- Work Experience One year or more of experience in program development and implementation, preferably in youth programming, general program coordination and activities management.
- Experience in customer/constituent service and facility coordination.
- Education and Other Qualifications
- Bachelor's degree or equivalent experience in related field.
- Superior organization, data manipulation, and logistics skills including exceptional written and verbal communications skills and strong organizational, detail and interpersonal skills.
- Ability to work as part of a team; A tenacious commitment to achievement of agreed-upon deadlines.

- Strong computer skills and knowledge including word processing, database operations, spreadsheets, desktop publishing and other software systems.
- Demonstrated ability to work effectively with men, women and transgender individuals of diverse races, ethnicities, ages, abilities and sexual orientations in a multicultural environment.

To Apply: To be considered for this position, please submit your resume and cover letter via email only to Employment@LGBTCleveland.org. No phone calls or faxes will be accepted. **This is an immediate position and will remain open until it is filled.** The LGBT Community Center of Greater Cleveland is an equal opportunity employer and does not discriminate based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, or veteran status.

No third parties, recruiters, freelancers, off-shore companies or people who require visa sponsorship accepted

[Visit our website to download a PDF of this announcement](#)

Company: Nestle

Job Title: Payroll Supervisor

Job Number: nest-00026886

Location: Solon, OH

POSITION SUMMARY:

This position is responsible for managing a payroll team that will support payroll and other related areas for multiple Nestle Operating Companies in a shared services environment. The position will ensure accurate and timely delivery of payments to employees at multiple Nestle Operating Companies. The incumbent will need to have a strong understanding of full end to end payroll process as well as integration points and impacts on other functional areas.

PRIMARY RESPONSIBILITIES:

'supervision of payroll team,

'Coordinating system development and implementation,

'Coordinating/supporting payroll testing and monthly Import All transports to production, supporting payroll production processing.

'Acts as a subject matter expert (SME) for payroll analysts and operations.

'Works closely with LGO and BPO provider to coordinate technical changes within the payroll system.

'Supports payroll with project plans, and strategy for mergers, acquisitions, divestitures

'Primary point person for creation and modification of wages types; W-2 and W-2C processing.

'Understands and supports time management and taxes as required.

'Supports Payroll audits and audit reporting as required

'Assists with escalated system issues and works with LGO and BPO provider to complete root cause analysis and implement changes.

'Provides Tier 3 support for HRSC and NBS HR Contacts through quick/accurate responses to associate issues as needed.

'Prepares and maintains training documents, QRCs, for execution of training on area of responsibility.

'Provides training within area of responsibility for Nestle and BPO provider.

'Coordinates and assists with changes to PPM's training materials and documentation related to

'Assist in year-end activities for payroll area; including file loads from outsource provider and developing payroll activities, timeline, resources

'Flexibility to work various schedules as needed to deliver payroll on time.

'The position will require up to 30% travel

'Performs other duties as assigned.

REQUIREMENTS AND MINIMUM EDUCATION LEVEL:

Bachelor's degree preferred

Strong knowledge of HR/Payroll systems and processes

Advanced knowledge of SAP Payroll/HR module and processes preferred

Experienced with Payroll system testing, script development preferred.

Strong knowledge of SAP Payroll module and integration points preferred.

Advanced PC literacy (Excel, Word, Outlook, Power Point, etc) preferred.

EXPERIENCE:

5+ years of Payroll experience in a large multi-state organization required.

2+ year prior experience supervising a team or managing a project required.

2+ years experience with change control and system testing processes preferred.

3+ years HRIS experience in payroll preferred

2+ years working on technical projects and project management experience preferred.

2+ years experience working with payroll audit controls preferred, change management experience a plus

Experience with business outsource processing related to payroll preferred

EOE/MFDV

Nestlé is an 'Equal Opportunity Employer' and is looking for diversity in candidates for employment. To apply for this position visit: Go to: <http://sh.webhire.com/servlet/av/jd?ai=680&ji=2617484&sn=1>

Company: Northeast Ohio Areawide Coordinating Agency

Environmental

WATER QUALITY SENIOR PLANNER

NOACA, the five-county regional planning agency for Northeast Ohio, seeks an upper-level planner to revise the federally required wastewater management plan for the region, to assist local watershed organizations, and to work with riparian setback and stormwater issues. Successful candidate will have good writing, speaking, and technical skills, as well as GIS experience. Bachelor's degree in environmental planning, environmental science, or related field, plus six years experience. Masters degree in related field may be substituted for two years exp. Full description available at www.noaca.org <<http://www.noaca.org>> .

Please submit resume to awainright@mpo.noaca.org <<mailto:awainright@mpo.noaca.org>> by October 22, 2012. Please email with any questions.

Amy M. Wainright, Esq.

Northeast Ohio Areawide Coordinating Agency (NOACA)

1299 Superior Ave., Cleveland OH 44114

awainright@mpo.noaca.org <<mailto:awainright@mpo.noaca.org>>

NOACA is an Equal Opportunity Employer

Company: JEWISH FEDERATION OF CLEVELAND**Job Description – IT Director**

The IT Director's primary role is to oversee the IT department and Donor Services Operations Center and to ensure their operations are aligned with and support the Federation's mission. The IT DIRECTOR is expected to provide the leadership and vision necessary 1) to ensure regular, quality maintenance, and optimal use of current IT systems and technologies, and 2) to identify, develop and implement new information technology initiatives. The IT Director directs the planning and implementation of enterprise IT systems in support of Federation's program or development operations in order to improve cost

effectiveness, and service quality. This individual is responsible for all aspects of the organization's information technology and systems and works closely with other departments to identify, recommend, develop, implement and support effective technology solutions for the Federation.

Responsibilities

Participate in strategic and operational governance of the Federation as a department head.

Lead IT strategic and operational planning to achieve business goals by fostering innovation, prioritizing IT initiatives, and coordinating the evaluation, deployment, and management of current and future IT systems across the Federation.

Develop and maintain an appropriate IT organizational structure that supports the needs of the Federation, including supervising recruitment, development, evaluation, retention, and organization of all IT staff in accordance with budgetary objectives and personnel policies.

Establish and communicate IT departmental goals, objectives, and operating policies and procedures.

Act as an advocate for the Federation's IT vision and activities via regular written and in-person communications with the Federation's department heads, and other end users.

Identify opportunities for appropriate and cost-effective financial investment in IT systems and resources; assess and communicate risks associated with IT investments; define and communicate plans, policies, and standards for acquiring, implementing, and operating IT systems including those for architecture, security, disaster recovery, standards, purchasing and service provision; develop, track, and control the IT annual operating and capital budgets and ensure they comply with stated goal and objectives, and; develop business case justifications and cost/benefit analyses for IT spending and initiatives and oversee negotiation and administration of vendor, outsourcer, and consultant contracts and service agreements.

Coordinate and facilitate consultation with stakeholders to define systems requirements for new technology implementations.

Ensure continuous delivery of IT services through oversight of service level agreements with end users and monitoring of IT systems performance.

Ensure timely support of all activities requiring access to or use of Federation databases.

Oversee the deployment, monitoring, maintenance and support of all hardware, software, and supporting systems, and ensure Federation staff has appropriate level of Help Desk services.

Direct development and execution of a disaster recovery and business continuity plan.

Ensure that appropriate measures are in place to maintain the confidentiality of donor and other constituent data, and to protect financial accounting information.

Review hardware and software maintenance contracts and ensure they remain current.

Keep current with trends and issues in the IT industry, including current technologies and prices. Advise, counsel, and educate management on their competitive or financial impact.

Support Marketing and Communication efforts to implement social media strategies.

Participate in national projects with other Federations, as needed.

Ensure IT system operation adheres to applicable laws and regulations.

Supervise the Donor Services Operations Manager and oversee that department's activities to ensure proper support of development and program operations, and quality maintenance of donor database.

Position Requirements

University degree in the field of computer science or a related field. Master's degree preferred with extended work experience in IT.

4-6 years experience managing and/or directing an IT operation.

A minimum of 8 years experience working in the IT industry. Non-profit experience is a plus.

Experience in IT strategic planning, organization and execution, and policy development.

Substantial exposure to data processing, hardware platforms, enterprise software applications, and outsourced systems, including email, data, off site retention, internet applications and connectivity, firewalls and other security measures.

Good understanding of computer systems characteristics, features, and integration capabilities, and history of integrating interfaces between disparate systems.

Experience with systems design and development from business requirements analysis through to day-to-day management.

Excellent understanding of project management principles.

Knowledge of applicable laws and regulations as they relate to IT, including PCI compliance.

Strong understanding of human resource management principles, practices, and procedures.

Proven leadership ability and excellent interpersonal skills.

Ability to set and manage multiple priorities judiciously and manage concurrent projects.

Excellent written and oral communication skills and a strong service orientation.

Strong negotiating skills

Ability to conduct and direct research into IT products and issues and present ideas in business-friendly and user-friendly language.

Exceptionally self-motivated and directed.

Superior analytical, evaluative, and problem-solving abilities and keen attention to details.

Ability to motivate in a team-oriented, collaborative environment.

Work Conditions

On-call availability.

Sitting for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard, mouse, and other computing equipment.

Travel required 1-3 times per year, or more during national projects.

To apply for this position: <http://www.jewishcleveland.org/page.aspx?id=34858>

Company: JEWISH FEDERATION OF CLEVELAND

POSITION TITLE: Director of Community-wide Security

REPORTS TO: Federation President

PRINCIPAL FUNCTION: Under the direction of the Federation's President, and using a "best practices" perspective, the Director of Community-wide Security consults with Federation, its constituent agencies and Cleveland area congregations, to assess security needs. The Director will develop affordable and appropriate response systems, communicating information, and training agency staffs to expand the level of preparedness. They will serve as liaison with public safety entities to ensure deterrence, detection, and response to community security needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This individual will be responsible to mitigate reasonably foreseeable risks to Federation, agency, and synagogue personnel, assets, and interests, and to provide a safe environment in support of Jewish Community needs.

Community Consulting (50%)

- Serve in an ongoing consultant role to agencies, as a first priority, and to other Jewish organizations within the Greater Cleveland Jewish community for special security needs, events and other circumstances.
- Conduct assessments of the security needs of individual agencies and make recommendations to mitigate vulnerabilities. Make regular scheduled visits to facilities to monitor security protocols and use of equipment, and ensure that approved practices are being adhered to.
- Develop and implement changes to programs and procedures
- Select vendors that can supply technical assistance and products to be integrated into the security system within each agency's budget and maximize potential cost savings and efficiencies.
- Advise Federation and its agencies on the most strategic use of funds approved for security and emergency preparedness.

- Serve as resource to security committee and advise Federation and its agencies on the development of policies and procedures, training programs and written plans for dealing with major emergencies, including the development of business continuity plan for the Federation.
- Undertake tests of security preparedness and emergency response plans through the undertaking of “drills” and “table top exercises”, and oversee adjustments to preparedness plans based on results of such “tests”.

Policy, Training & Communication (35%)

- Plan, provide for and present security-related training for agencies staffs on request or through self-initiated programs.
- Provide training and education through security awareness to a wide range of groups within the community to include: Jewish schools, community centers and institutions, synagogues, special events, missions and groups traveling abroad.
- Develop policies and procedures to address security and safety concerns among all agencies and congregations in the Greater Cleveland area.
- Facilitate effective communication of security concerns and developments among agencies/congregations and between the agencies/congregations and law enforcement.

Organizational (15%)

- Promote the mission of the Federation at all times through superior customer service to all and through the efficient use and care of all resources.
- Convene regularly scheduled meetings of inter-agency personnel assigned within those organizations to oversee and to implement security and emergency preparedness plans.
- Initiate and respond to ongoing contacts with Federation and constituent agency management and staffs, volunteers and members of the Jewish, civic and law enforcement communities.
- Staff Federation’s Security Committee. Ensure that meetings of the Security Committee are held at least quarterly.

The above job duties and responsibilities describe the general nature and level of work for employees in this position, but this is not intended as an exclusive or all-inclusive inventory of all duties required of employees in this job.

QUALIFICATIONS: Bachelor’s degree is required; a degree in law enforcement preferred. Ten years experience is preferred. Experience in corporate, military, local law enforcement or government security systems is required with five years in a management level position preferred. It is preferred that the candidate demonstrate ongoing security education and training. They should have experience writing security preparedness policies. Individual should have the ability to be available to respond 24 X 7. Must be willing and able to pass a security one level background check.

Position requires strong analytical, problem resolution and negotiation skills. Work out of the Federation’s Mandel building and throughout the Greater Cleveland community with frequent interruptions, distractions and deadlines. Candidate will have the ability to interact effectively and professionally with members of the agencies and general community. Strong communication skills preferred.

To apply for this position: <http://www.jewishcleveland.org/page.aspx?id=34858>

Company: Macy’s

Macy’s, Inc., with corporate offices in Cincinnati and New York, is one of the nation’s premier retailers, with fiscal 2011 sales of \$26.4 billion. The Macy’s brand operates about 800 Macy’s department stores and furniture galleries in 45 states, the District of Columbia, Guam and Puerto Rico, as well as macys.com. The Bloomingdale’s brand includes 37 department stores and home stores in 11 states, bloomingdales.com, seven Bloomingdale’s Outlet stores in five states, and a licensed store in Dubai. Macy’s, Inc.’s diverse workforce includes approximately 171,000 employees. Prior to June 1, 2007, Macy’s, Inc. was known as

Federated Department Stores, Inc. The company's shares are traded under the symbol "M" on the New York Stock Exchange.

Position: Mid-Level Mainframe Programmer

Overview:

We are looking for a mid-level mainframe programmer to join our team developing technology solutions for the Macy's, Inc. Credit Application. Under general supervision and with minimal assistance from more experienced and knowledgeable programmers, this person will develop, modify, and implement moderately complex information systems that are thorough, accurate, and conform to Macy's Systems & Technology (MST) standards.

MST is the information technology division of Macy's Department Stores. Macy's Inc. is the nation's largest operator of department stores with over 800 stores in 46 states and eCommerce sites at macys.com and bloomingdales.com. MST also supports corporate offices, distribution centers, and credit centers.

If you are looking for a stable IT environment, enjoy being a part of a high-performing team, and meet the following requirements, we are interested in talking to you!

Key Accountabilities

- Translates customer requirements
- Recommends system solutions
- Formulates detailed technical specifications from which programs are written
- Codes, tests, debugs, and documents assignments of moderate complexity
- Independently researches and resolves moderately complex technical problems
- Intermediate level technical contributor in one or more specialized phases of application system analysis
- May serve as primary system support for one or more moderately complex information systems
- May serve in the MST Solutions Framework roles of Development Lead, Project Manager, Testing Advocate, or Operations Advocate

Skill Summary

- Minimum of 2–3 years of experience or formal training with one or more programming languages currently used in MST mainframe environment (Cobol, OS/JCL, CICS, and Datacom)
- Full understanding of development life cycle
- Strong analytical, organizational and problem solving skills
- Ability to learn and use new programming concepts, tools, and methodologies
- Good presentation (written and verbal) communication skills
- Ability to communicate technical issues and solutions
- Ability to lead design, development and code reviews
- Knowledge of credit business systems (not required, but a plus)
- Intermediate analytical, problem solving, multitasking, and time management skills
- Consistent attention to details
- Intermediate level PC Windows skills (MS Word and MS Excel)
- Strong knowledge of software lifecycle in support
- Familiarity with industry leading process improvement tools (CMMI is an example)

Telecommuting and relocation are not available.

Apply at http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?job_id=J3J2FY6Z0PNC4HYQVMH

Company: Baldwin-Wallace University

Senior Systems Analyst Department/Division: Information Technology Classification: L3-Senior Technical Analyst Specialist Status: Full-time, exempt, replacement Schedule: M-F, 8:30 a.m. to 5:00 p.m. Job Summary: Senior systems analyst who provides complex Microsoft SQL programming, maintains the University's CRM environment, and supports the campus-wide document imaging system. Position is located at 10 Beech Street and reports to the Manager of Administrative Information Systems. Essential Functions and Responsibilities: The following outlines the essential functions of the position and is not to be considered a detailed description of all duties inherent in the position. Work independently to develop, create, and maintain complex database fields, programs, and procedures in an SQL database environment Oversee the University's customer relationship management system (EMAS), document imaging system (Perceptive Software), and other administrative SQL databases Act as the primary IT support specialist for BW's Enrollment Services Division in order to facilitate their ability to effectively collect, store, retrieve, and report institutional data and information Use report writers and database tools to construct queries and reports designed to extract data Facilitate data exchange with the University's ERP system (Ellucian/Colleague) Function as the IT subject matter expert for SQL programming Provide support for other specialized technical applications, as assigned Create documentation and/or training materials for assigned systems and procedures Update the IT Manager of Administrative Information Systems with regular status reports on projects in-process or completed Contribute to the development of IT departmental policies, goals, and initiatives Perform other duties as requested by the Manager of Administrative Information Systems and/or the Chief Information Officer. Qualifications: Bachelor's Degree in Computer Science or related field 5+ years successful programming experience 3-5 years of SQL database experience at the "Microsoft Certified Solutions Associate for SQL Server" level Ability to write complex queries, stored procedures, and database reports without assistance or supervision Relevant experience with Microsoft Word, Excel, and Access Possess strong interpersonal skills necessary for interacting with people at all levels of a university and maintaining good working relationships with clients, as well as peers Excellent written communication skills necessary for producing written reports, planning documents, and end-user documentation Ability to work and solve problems independently Familiarity with document imaging software, preferred Experience using Microsoft Visual Studio, desired Must satisfactorily complete a background check Working Conditions and Physical Effort: Work is normally performed in a typical interior/office work environment. No or very limited physical effort required. No or very limited exposure to physical risk. Compensation: A competitive salary plus a comprehensive benefits package that includes affordable health and dental insurance, 12 days paid sick leave per year, 20 days paid vacation, per year 14-15 paid -holidays, college-paid long and short-term disability insurance, 403 (b) retirement plan, college-paid life insurance and tuition remission benefits for employee and family. Application Procedures: The application deadline is October 23, 2012. Send resume, cover letter and contact information for three professional references in one (1) Word document or one (1) PDF and submit via the To Apply link on HR's Current Job Openings web page. <http://www.bw.edu/resources/hr/jobs>

Baldwin Wallace University is an EEO/AA employer and educator. At BW, we support and encourage diversity in a variety of forms. We value and appreciate inclusive excellence in the classroom, within extracurricular activities, and as we engage our community partners. Learn more at Diversity Affairs - <http://www.bw.edu/quickfacts/diversity/>

Company: [Black Box Network Services](#) - Cleveland, OH (Cleveland/Akron, Ohio Area)

Infrastructure Practice Lead

Join one of the best companies to work for in Northeast Ohio! A Northcoast 99 award recipient, Black Box Network Services is the global leader in voice, data and infrastructure solutions. We provide a strong culture built on teamwork, integrity and fun! You will have the opportunity to work with one of the most talented Cisco teams in the region, while helping to advance the business capabilities of our Fortune clients.

The Infrastructure Practice Lead will provide overall management for a team of engineers supporting deployment, pre-sales, and client support for Cisco based solutions including Routing & Switching, Wireless and Data Center. Will be responsible for managing internal technology infrastructure and strategies including IT planning, disaster recovery and back up procedures, information security and control structures.

Primary Roles/Responsibilities:

Practice Management

- Provides leadership and best practices to assist in the definition of requirements, designing systems, staging equipment, testing configurations, deploying solutions and supporting the resulting system.
- Responsible for interfacing with senior-level customer contacts to identify customer needs and add technical expertise to customer solutions. Adds value through industry knowledge and insight.
- General staff management including communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures
- Responsible for recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
- Accomplishes financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective action.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.

Information Technology Management

- Maintains organization's effectiveness and efficiency by defining, delivering, and supporting strategic plans for implementing information technologies.
- Recommends information technology strategies, policies, and procedures by evaluating organization outcomes; identifying problems; evaluating trends; anticipating requirements.
- Preserves assets by implementing disaster recovery and back-up procedures and information security and control structures.

Desired Skills & Experience

- Minimum 10+ years industry experience in a service oriented environment, with management or practice leadership required
- 5-7 years of experience working with Cisco networking solutions
- Strong troubleshooting and problem solving skills
- Excellent organizational skills
- Ability to multi-task in a fast-paced environment
- Bachelor's Degree or equivalent work experience with an educational focus on Engineering, Technical Management, Engineering Technology, or Computer Science
- Ability to present highly technical topics including advanced products, applications, and business solutions to small, medium, or large groups

No relocation or visa sponsorship is available at this time. No third party inquiries, please.

Company Description

Black Box Network Services is the world's largest independent provider of communications, infrastructure, and product solutions. We service 175,000 clients in 141 countries with 198 offices throughout the world. Recognized by Gartner and CRN as one of the top 100 IT Integrators, Black Box is dedicated to designing, building, and maintaining today's complex voice and data networks with platforms and applications from the industry's top manufacturers and our own line of products and services. Our partnerships span across the industry - Cisco Gold-Certified Partner, Avaya Platinum, Shortel, Siemens, NEC, Commscope, Polycom, Aspect and several others. To learn more visit us at www.blackbox.com. A Black Box is an equal opportunity employer.

Additional Information

Posted: October 1, 2012

Type: Full-time

Experience: Director

Functions: Management

Industries: Telecommunications

Job ID: 3858007

Apply at <http://www.linkedin.com/jobs?viewJob=&jobId=3858007>

Company: Hyland Software

Industry Marketing Manager, Healthcare

Department: Marketing

The Industry Marketing Manager, Healthcare, is a senior position leading a cross-functional marketing team to effectively position Hyland Software in the Healthcare marketplace and to build integrated marketing programs to achieve company pipeline and revenue objectives. The Industry Marketing Manager, Healthcare works in conjunction with colleagues on the marketing, sales, services and development teams to achieve these objectives. This role will be responsible for the development and execution of marketing strategies and activities, as well as the management of available marketing resources to accomplish marketing and sales goals. These marketing activities include demand generation, analyst relations, public relations, content, partner programs and customer programs.

Required Qualifications:

- BS/BA degree in Marketing or marketing-related field, or equivalent field experience. MBA a plus.
- 7+ years experience in high-tech B-to-B sales/marketing/marketing communications
- Extensive experience in the Healthcare industry marketplace
- Experience working directly with internal and external clients solving business challenges

Desired Qualifications:

- Strong experience leading teams to build and accelerate demand for a direct and partner sales organization
- Strong writing and verbal communication skills
- Working knowledge of solution selling methodologies

- Experience developing marketing plans and budgets

Travel Expectations:

- 10 to 15 percent. Traveled required for major industry events. Some weekend travel may be necessary

Position Responsibilities:

1. Create, manage and track marketing plan, budget and goals in support of industry sales goals in conjunction with respective industry marketing specialist, industry campaign specialist, content specialist and lead generation specialist(s), as well as other marketing and sales department team members.
2. Develop solution strategies that complement major Healthcare systems, specifically to drive new solution development
3. Act as industry spokesperson and interface with all levels of organizations, including external customers, executive management, partners, media, and analysts and be able to demo the industry solutions via the OnBase software product
4. Manage core industry positioning and messaging as they impact sales training and marketing programs for specific vertical solutions. This also includes aggressive demand generation, brand recognition and sales enablement activities
5. Monitor and report on competitive and product issues with both domestic and international teams and partners
6. Maintain close relationships with partners and customers to remain aware of industry needs and perspectives. Provide feedback to sales and development to help inform ongoing product development and enhancements
7. Maintain comprehensive knowledge library of marketplace trends, marketing content and messaging, value propositions, customers, partner network and OnBase solutions as relevant to the sales and marketing of solutions
8. Develop value-based public relations, analyst relations and social media plans in conjunction with communications team
9. Manage messaging and production of web content, webinars, blogs, landing pages, case studies, brochures, whitepapers, videos and sales enablement tools. Work with the corporate communications team to edit, optimize for SEO and approve content. Creatively re-purpose this content into different pieces as needed
10. Understand the Universal Employee Objectives of the Hyland Software Marketing Department and uses them as a guide in their day-to-day activities

Hyland Responsibilities:

- Conduct business in accordance with Hyland's core values and five core competencies: Ethics and Values, Customer Focus, Achieving Results, Analytical Problem Solving, Flexible and Adaptive
- Faithfully and diligently work to satisfy your internal and external customers beyond

expectations

- Enthusiastically perform all business activities that are requested of you by management

Certification Goals:

- AIIM ECM Practitioner
- CDIA+

Apply at <http://www.hyland.com/careers/Apply.aspx?jobid=725>

Company: Bendix Commercial Vehicle Systems LLC - Elyria, OH (Cleveland/Akron, Ohio Area)

Marketing Manager

Job Description

For over 80 years, Bendix has been setting the industry safety standard for commercial vehicle air brake charging and control systems. Now we are applying that leadership and momentum to advanced safety technologies. We are a member of the Knorr-Bremse Group, the global leader in braking technologies. Our 2,000+ dedicated Bendix employees throughout North America are driven to deliver powerful, effective solutions for improved vehicle performance, safety, and overall operating cost through the absolute highest levels of technology, service and product reliability.

Bendix has an immediate opening for a Marketing Manager, Air Treatment located in our Corporate Headquarters in Elyria, OH.

- Develop and implement marketing programs, plans and tactics, both short and long range, to achieve profit growth and expansion of Air Treatment business.
- Responsible for Product development and commercialization marketing requirements on assigned program teams.
- Define and coordinate Air Treatment activities with Merchandising (Service Data, literature, trade shows, etc).
- Support OE/AM sales, engineering, field service and SWOT.
- Research, analyze, and monitors financial, technological, and demographic factors so that market opportunities may be capitalized on and the effects of competitive activity may be minimized.
- Design, write, and oversee the production of printed promotional materials including catalogs, brochures, flyers, and program and media guides.
- Evaluate market reaction to advertising programs, merchandising policy, and product packaging and formulation to ensure the timely adjustment of marketing strategy and plans to meet changing market and competitive conditions.
- Interface with customers to determine requirements for a successful new product introduction.
- Create actionable plans that focus on product positioning, price, and performance to deliver convincing value propositions.
- Complete QFD's (Quality Function Deployment) and assist in establishing priorities based on customers' needs and critical milestones.
- Jointly with Center of Competency Director develop the AOP (Annual Operating Plan) & STRAP (Strategic Plan) plans as well as help direct the efforts of the Product Management Teams.
- Investigate sales leads and develop specific capture plans for Air Treatment products within OEM (Original Equipment Manufacturer) and AM (Aftermarket) customers.

- Develop customer requirements and specifications and champion the business case to Center of Competency Director and engineering for new product development and application work.
- Establish and maintain customer profiles relative to Air Treatment (vehicle platform matrix, product position and penetration, critical specific technical and commercial requirements).
- Establish and maintain competitive profiles (SWOT, strategies, and position).
- Support product life cycle management strategy and implementation.

Required Skills

- Marketing strategy development and implementation for OEM and/or end user.
- Development of value analysis / propositions at the OEM and/or end user.
- Application of program / project management methods.
- Definition of internal / external customer needs (requirements, QFD, etc).
- Understanding of business analysis tools and methods (Bendix systems desirable).
- Effective performance working across a matrix / cross functional organization (sales, engineering, finance, operations).
- Strong interpersonal / selling skills (written, verbal and presentation).
- Must be able to handle multiple, competing priorities.
- Knowledge of BCVS (Bendix Commercial Vehicle Systems) customers (direct exposure to heavy duty preferred).
- Knowledge of the principles of strategic business decision-making.
- Strong business acumen and industry knowledge; strives for business development; has a vision and purpose.
- Effectively manages a variety of work priorities; takes responsibility for professional growth; freedom to act with authority.
- Participation in technology strategy; business and industry knowledge; customer knowledge.
- Influences, guides, and inspires; contributes to team objectives; works collaboratively with the team; focuses on the vision and purpose; strong listening skills.

Required Experience

- BS/BA required in Business with Marketing emphasis, MBA desirable.
- Minimum of 3 - 5 years of experience in product marketing, sales, and product management.
- 5+ to 7 years of experience in a senior-level marketing role.
- Proficient in Microsoft Office Suite including Excel and Power Point.

Company Description

Bendix Commercial Vehicle Systems - a member of the Knorr-Bremse Group - develops and supplies leading-edge active safety technologies, energy management solutions, plus air brake charging and control systems and components under the Bendix brand name for medium- and heavy-duty trucks, tractors, trailers, buses and other commercial vehicles throughout North America, Europe and Australia. Bendix operates plants in the US and Mexico.

An industry pioneer, Bendix delivers global solutions for improved vehicle performance, safety and overall operating cost. With top-performing systems and components, alongside a comprehensive line of foundation brake components and actuation systems through our joint venture - Bendix Spicer Foundation Brake LLC - Bendix provides integrated systems and reliable solutions for every application. Work for the best. Visit us at www.bendix.com/careers

Let us go to work for you.

Additional Information

Posted: October 1, 2012

Type: Full-time

Experience: Not Applicable

Functions: Marketing, Management

Industries: Automotive, Mechanical or Industrial Engineering, Transportation/Trucking/Railroad

Employer Job ID: 11309

Job ID: 3517631

Apply at <http://www.linkedin.com/jobs?viewJob=&jobId=3517631>

Company: Hyland Software

Position: Commercial Sales Manager

Department: Sales - Office of the VP

Overview:

Do you have a strategic mind and the passion to apply it to Hyland's growing Commercial sales team? The Hyland Sales Department is looking for a seasoned, energetic and optimistic sales manager with an understanding of the Commercial industry, a demonstrated track record negotiating to close and previous success rallying a team to adopt a sales methodology.

The Sales Manager, Commercial will be responsible for the development and execution of sales strategies in support of driving sustainable, profitable revenue growth through all existing and new distribution channels in the commercial market segment. This role will provide leadership to enhance Hyland Software's position as a globally recognized and respected leader in the commercial industry. This position will require effective leadership skills with responsibility for managing direct reports, cross functional teams and shared resources.

Required Qualifications:

- Bachelor's degree plus 8-10 years of related experience. MBA or equivalent leadership development coursework preferred.
- Must possess strong leadership and communication skills as well as sound business judgment. Previous management experience is required.
- Experience in commercial enterprise direct software sales with demonstrated success leveraging a sales methodology across a team of sellers.
- Experience in hiring and building sales teams and developing strong sales acumen
- Proven track record for meeting /exceeding sales objectives in a software development company.
- A solid understanding of the commercial software industry.

- Successful history in negotiating and contracting with key customers and partners.
- Successful experience in structuring sales quotas, compensation plans, and incentive programs.
- Demonstrated success in a very fast paced collaborative environment.
- Experience driving revenue relationships across a broad distribution channel.
- Detail oriented and thorough, with the ability to think “big picture” and understand the key trends and levers that drive Hyland's Sales business.
- Demonstrated ability to deal with high levels of ambiguity and complex problem solving.
- Passion for increasing sales win rates, beating competition, and delighting customers.

Desired Qualifications:

- MBA preferred

Travel Expectations:

- Travel (50%) is expected to support the business and develop a presence in the marketplace.
- Travel will be primarily, but not limited to, the US

Position Responsibilities:

- 1) Meet or exceed monthly, quarterly and annual revenue targets through the development and continual evaluation of sales strategies that effectively leverage the company’s established distribution channels and product solutions.
- 2) Provide accurate visibility of forecasted revenue on a monthly, quarterly and annual basis. Provide leadership guidance to swiftly shift sales strategies as necessary to correct forecast variances to revenue targets.
- 3) Coach and develop the Commercial sales team, with a focus on evolving best-in- class selling proficiencies.
- 4) Act as the leadership advocate for the Commercial team to insure that sales strategies are well communicated and supported internally. Insure tactical support for the vision is executed effectively within the organization through cross functional alignment with all departments.
- 5) Identify new market segments that can be pursued across distribution channels.
- 6) Maintain existing, and develop positive new, relationships with key customers, partners and industry leaders.
- 7) Identify emerging market opportunities and new go to market strategies. Partner with Marketing to continuously update the Commercial marketing plan, including messaging for all stakeholders.

Hyland Responsibilities:

- Conduct business in accordance with Hyland's core values and five core competencies: Ethics and Values, Customer Focus, Achieving Results, Analytical Problem Solving, Flexible and Adaptive
- Faithfully and diligently work to satisfy your internal and external customers beyond expectations

- Enthusiastically perform all business activities that are requested of you by management

Apply at <http://www.hyland.com/careers/Apply.aspx?jobid=697>

Company: Nord Center

Residential Supervisor

Job Reference: 10-2-12-gar

Client Name: The Nord Center

Location: Lorain, OH

Salary: Salary not Determined

Job Type: Full-Time

Date Posted: Oct 2 2012

[Apply Now](#)

Job Description

POSITION PURPOSE AND OBJECTIVES

To provide ongoing supervision and administrative leadership within the Residential Department.

ESSENTIAL JOB FUNCTIONS

☐ In order to provide adequate supervision for 20+ staff that are working a variety of shifts to cover a 24 hour program, the leadership in Residential has designed a team approach to supervision. The Residential Supervisor is responsible for the direct supervision of administrative staff direct supervision on the Step Down unit. This position is part of a 24 hour, 7 day a week rotation.

The primary responsibilities are twofold, the Administrative responsibilities are as follows :

- ☐ Oversee and monitor HAP (Housing Assistance Program)
- ☐ Oversee and monitor the collection, posting and distribution of clients rent.
- ☐ Supervise Administrative Supervisor
- ☐ The Residential Supervisor will be available on call by beeper 24 hours per day, 7 days per week for consultation and/or emergency response.
- ☐ Participate in rotation of 24 hours on call. This on-call process requires that when assigned staff is unable to work, the supervisor on call is responsible for finding someone to replace that person. The on-call supervisor is also responsible for trouble-shooting after hours and on weekends.
- ☐ In the absence of the Residential Director, provide shared leadership and directions to staff within the department.
- ☐ Participate in other meetings, as deemed necessary by the department and agency needs.
- ☐ Complete all required records, reports, documentation and travel expense forms.
- ☐ The Residential Supervisor will be available on call by beeper 24 hours per day, 7 days per week for consultation and/or emergency response.
- ☐ Participate in rotation of 24 hours on call. This on-call process requires that when assigned staff is unable to work, the supervisor on call is responsible for finding someone to replace that person. The on-call supervisor is also responsible for trouble-shooting after hours and on weekends.
- ☐ In the absence of the Residential Director, provide shared leadership and directions to staff within the department.

The responsibility as a House Manager are as following:

- ☐ To provide shared supervision of the day-to-day operation, which includes providing direction to the staff during the time this position is on duty.

- ☐ To provide direct communication to Case Manager and other Residential Supervisor regarding clients that are residing in the facilities.
- ☐ Ensure that the facilities meets all the licensure standards.
 - Provide on – going, site specific training.
 - Monitor paper work and provide feedback to the Community Support team and to other supervisors within the Residential Department.
 - Check medications to medication sheet and report findings to Residential Nurse and or the designee
 - Assure facility is maintained in safe and sanitary manner, and in accordance with any applicable federal, state or local laws or regulations.
 - Assure weekly menus are being followed.
 - Assist in the preparation of grocery order.
 - Assist in the preparation of nutritional menus.
 - Oversee and assist as necessary in the preparation of nutritional meals.
 - Order monthly household supplies.
 - Maintain a bi-weekly inventory of food items and monthly inventory of household supplies.
 - Forward and follow up on maintenance issues
 - Ensure monthly smoke detector checks and forward information to the Residential Department
 - Ensure quarterly fire drills and forward information to the Residential Department
 - Attend weekly House Manager meeting and monthly Residential meeting
 - Assure all residents sign and maintain appropriate, current, and accurate documentation.
 - Provide emergency back up for all Residential sites.
 - Provide back up supervision for other Housing as needed to cover vacation and other leaves of absence.
 - The Supervisory Team in Residential is responsible for staff development needs for the department. This position has the following responsibilities:
 - Develop training curriculum for all sites and provide training to staff on an as-needed basis.
 - Participating and collaborating with the other supervisors to develop annual staff development plans for the department.
 - Participating and collaborating in the entire process of hiring, which includes reviewing of resumes, calling references, participating in the interview and making a decision about the hiring.
 - Participating and giving input in staff performance evaluations.
 - Participates and collaborates in the disciplinary process for supervised staff, including termination, if necessary.
 - Ability to react to change and stress productively and to handle other tasks as assigned.
 - Maintains regular and predictable attendance and punctuality.
 - Gets along with others and works as a team.
 - Exhibits the knowledge, skills, abilities, and minimum requirements listed in this Position Description.

MARGINAL JOB FUNCTIONS

Attend Residential Supervisors meeting and participate in the agency Supervisory Team.
 Participate in other meetings, as deemed necessary by the department and agency needs.
 Participate in interdisciplinary Team meetings.
 Complete all required records, reports, documentation and travel expense forms.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

In order to perform the essential functions of this job, after an orientation period, the employee must possess the following: a working knowledge of Nord Center Policy and Procedures, including sensitivity and adherence to clients' rights, confidentiality, and health and safety issues. Must exhibit sensitivity to different cultures. Must have good communication and written skills, and knowledge of Community

Support. Must have the ability to mentor and model positive interaction with clients residing in all residential settings. The ability to respond to crisis and give leadership and direction to residential staff. Must have knowledge of all regulations concerning Residential Services. Must have knowledge of the Union Contract and the ability to perform the duties described in the contract.

WORKING CONDITIONS

The employee will spend a great deal of time out in the community or in client group homes. The individual will have frequent client contact and must have strong speaking and language skills, as well as exceptional interpersonal skills. Some time is spent in an office environment. The employee may be required to sit for extended periods and will spend a portion of their time on the telephone. Must be able to bend, stoop, walk, and lift and push minimal loads at various times. Some time will also be spent working on a computer so the employee should have close vision ability.

MINIMUM REQUIREMENTS

Bachelor's Degree and experience in Mental Health required. Supervisory experience working with entry level staff with multiple training needs and the ability to work flexible shifts which include being available to work any given shift in a twenty-four hour period. Basic computer skills required, including familiarity with Windows and Microsoft Office. Must have excellent oral and written communication skills, be able to interact well with others and work under pressure. Due to the necessity for travel in this job, must possess a valid Ohio driver's license with less than 6 points in a 36-month period, have proof of adequate personal automobile insurance, and use of a personal vehicle. Must have favorable references and/or evaluations.

Benefits

Company Profile

The Nord Center

6140 S. Broadway Lorain, OH 44053

All about us!

Prior Email – Jobs Opportunities

Company: BioEnterprise

Location: Cleveland, OH

Event Name: Cleveland Biomedical Online Job Fair

Start Date/Time: 9/17/2012, 9:00 AM - **End Date/Time:** 9/21/2012, 5:00 PM

Company Overview: BioEnterprise is a business formation, recruitment, and acceleration initiative designed to grow health care companies and commercialize bioscience technologies. Based in Cleveland, BioEnterprise's founders and partners are Cleveland Clinic, University Hospitals, Case Western Reserve University, Summa Health System and the Austen BioInnovation Institute of Akron.

Description: The Cleveland Biomedical Online Job Fair is a virtual job fair that is held quarterly. The Job Fair allows attendees to explore employment opportunities at a selection of the region's biomedical employers.

The Need: The Cleveland region is one of the nation's fastest growing regions for health tech jobs.

Currently, Ohio's biomedical industry has over 1,000 open jobs.

The Result: Typically, the Cleveland Biomedical Online Job Fair features over 30 employers and over 200 open jobs. The past two job fairs have attracted 2,500 virtual attendees.

Contact: For more information or to register, please visit <http://www.biomedicaljobfair.com/>.

Company: Global Heritage Fund

Position: Associate Director of Development

Reports To: Chief Development Officer

Position Overview: The Associate Director of Development (AD) is responsible for the identification, cultivation, solicitation and stewardship of prospects and donors, primarily individuals, who have the capacity to make gifts of \$10,000 or more.

Expectations: The AD is expected to:

- Carry between 300-500 tiered prospects; but no more than 75 tier 1
- Make 125-150 visits to prospects, annually
- Maintain a focus on all of GHF's development priorities but be especially attuned to the priorities Expressed as annual gift opportunities.
- Raise receipts in the amount of \$1 million to \$1.5 million, annually

Responsibilities:

- The AD is responsible for a wide range of fundraising activities including but not limited to the following:
 - Initiating cold calls to engage and qualify prospects, including making discovery visits
 - Maintaining an active schedule of solicitations, cultivation visits, events, and stewardship activities
 - Working with GHF leadership to organize and recruit major gift volunteers
 - Identifying and prioritizing prospects; matching prospects to volunteers; preparing background information for solicitations
 - Following up with volunteers through completion of assignment
 - Soliciting selected prospects where volunteers are not available
 - Identifying new prospective donors
 - Developing long-range plans for donor involvement
 - Maintaining an active, current body of knowledge pertaining to a growing constituency of current and prospective donors and volunteers
 - Facilitating relationships between potential and current donors and members of the GHF's staff and volunteers
 - Coordinating the nature and number of contacts that assigned prospects receive
- Involving and informing staff as solicitation and cultivation activities warrant

- Ensuring close coordination and integration with other development staff
- Fostering and maintaining productive relationships with development staff in other divisions, including Annual Fund, Gifts Processing/Stewardship, Planned Giving, Corporate Relations Institutional Giving staff, and State Development Directors.
- Training and mentoring other development staff and volunteers in fundraising practices and techniques

Qualifications:

The successful candidate must have:

- Demonstrated initiative and achievement in large gift fundraising with at least five years of development experience
- Ability to strategize large gift solicitations and to demonstrate a sensitivity to the motivations of those who can make them.
- Expertise in the methodologies of giving, including being able to market planned gifts
- Proven ability to work autonomously and to keep a number of solicitations moving simultaneously, along with the ability to function independently with a variety of important audiences, including volunteers, key staff, major donors, and prospects.
- Initiative to pursue a task on the basis of general instructions
- Ability to function effectively as a member of a team, and a willingness to participate in activities and assignments that will benefit other members of the team or will contribute to the accomplishment of team objectives
- Willingness to accept initiative liaison and special project assignments, and the ability to represent all of GHF's gift opportunities and their priorities to prospects effectively and equitably
- Flexibility is required in that liaison and special project assignments will change as priorities and circumstances dictate.
- Exceptional ability to organize and motivate others, including GHF administration, staff, peers, and volunteers.
- Outstanding verbal and written communication skills along with exceptional interpersonal and organizational abilities
- Perseverance, a high energy level, patience, imagination, humor and creativity.

Compensation: GHF offers a competitive compensation package for this position, including salary and benefits, on a scale similar to a mid-level major gift officer.

About GHF: Global Heritage is an international heritage conservancy established to protect, preserve and sustain the most significant and endangered cultural heritage sites in the developing world. GHF works together with local communities and in-country partners to save their cultural heritage treasures and multiply their economic, educational and environmental benefits for future generations. GHF's multiplier effect is made possible by working closely with local communities and a global network of experts to provide catalytic funding using our Preservation by Design® methodology – planning, science, community and partnerships to protect and preserve endangered heritage sites and maximize income, employment and investment in communities and regions around GHF Projects. Since 2002, GHF has six completed projects and currently has and 12 in-progress. Please see www.globalheritagefund.org for more information. GHF is an equal opportunity employer.

How to Apply: Please send a cover letter and resume to: Robert I. Woods, Jr. Chief Development Officer 625 Emerson Street, Suite 200 Palo Alto, CA 94301 or, by email to rwoods@globalheritagefund.org

Company: Cleveland Metroparks Zoo

Position: Manager of Enterprise and Retail

The Manager of Enterprise and Retail will create new strategies and implement successful revenue generating initiatives and enterprises for Cleveland Metroparks. This newly created career opportunity will increase the effectiveness of such initiatives and operations by advancing new strategies which includes building and nurturing new and existing relationships, culminating in profitable results.

Qualifications

- Undergraduate business degree (marketing, finance, accounting or management) is required and a MBA is preferred
- Must have five or more years progressively responsible experience in enterprise and/or retail management experience, either in the field or corporate offices
- Verifiable management experience including cultural competence related to a strong ability to motivate and develop diverse employee populations
- Experience in market analysis and assessing competitive information
- Strong evidence of an entrepreneurial spirit
- Excellent communication and presentation skills
- Must have highly developed computer skills
- Valid Ohio Drivers License
- Must be a non-smoker/tobacco user

Essential Functions

- Works with department directors, business managers and other staff in developing and implementing strategic and tactical plans for current and new business revenue generating businesses
- Plans, implements, consults, and supports the successful development of business incubator/entrepreneurial initiatives, startups and early-stage businesses
- Accomplishes the sales objectives set out within the Sales & Marketing Plan
- Collects, analyzes and assesses competitive information
- Develops market analysis; targets customer identification, prioritization and execution
- Provides project leadership and coordination, data analysis and planning, subject matter knowledge and training for key objectives

Date Posted: 8/6/12

Filing Deadline: 8/17/12

Full Salary Range: \$55,236 - \$82,854/Annually. Typical Hiring Salary: \$55,236 - \$69,045/Annually

Apply: E-mail résumé referencing job #12053 to: resumes@clevelandmetroparks.com **Cleveland Metroparks is an Equal Opportunity Employer committed to a diverse and talented workforce**

Company: Studio Graphique

Location: Shaker Square, Cleveland

Position: Administrative Assistant

Hours: Full or Part Time to start

Company Overview: Studio Graphique is a lead branding, placemaking and wayfinding firm with expertise in shaping how people interact with public entities and environments. We help communities, planners, developers and institutions create positive and connective experiences, enhance pride in community and increase economic vitality.

Position Overview: Studio Graphique is looking to hire an administrative assistant with some bookkeeping responsibilities. This position is multi-dimensional with the primary goal of responsibilities being to facilitate and implement administrative tasks that help others, including the Principal, do their job and keep

the office running smoothly. The ideal candidate will have some experience with accounting or bookkeeping using QuickBooks as duties will include accounts payable, accounts receivable and other tasks.

Responsibilities:

- Answer phones and greet visitors to our office.
- Maintain office and supplies; filing and other administrative tasks.
- Planning and scheduling events; confirm appointments.
- Implement administrative systems, procedures and policies.
- Develop Excel spreadsheets to analyze data and help Principal make decisions.
- Maintain workflow by studying methods; implementing cost reductions; and developing reporting procedures.
- Refine systems and procedures by analyzing operating practices, record keeping systems, forms control and budgetary and personnel requirements.
- Prepare financial and project reports by collecting, analyzing and summarizing account information and trends.
- Communicate with clients, vendors and banking contacts.
- Work with payroll company, enter payroll in QuickBooks.
- Calculate and pay sales tax each month.
- Assist accountants on tax return preparation.
- Assist project managers and project teams with administrative responsibilities of their projects.
- Seek, understand, advise and implement benefits packages; other general human resources tasks.
- Managing FBE/DBE certifications.
- ***Performs other duties as assigned***

Performance Dimensions Include:

- Ability to work independently and make decisions in accordance with established policies and regulations.
- Ability to perform several tasks concurrently with ease and professionalism.
- Must be able to keep client matters strictly confidential.
- Must have excellent interpersonal skills and a drive for great customer service.
- Must be highly organized, yet able to flex to changing priorities.

Our growing team enjoys all the perks of an entrepreneurial, highly collaborative culture with strong core values. This position will work collaboratively with the entire office, while reporting directly to the Principal.

To Apply: Email resumé / qualifications to jobs@studiographique.com

Company: Cuyahoga County Public Library

Position: Payroll Specialist

Requisition Number: 134

Closing Date: 11/10/2012 (12:01 a.m.)

Reports To: Assistant Director Finance/Deputy Fiscal

Position Type: Full Time - Regular

Standard Hours: 40

Experience Level: 4 - 7 years

Education Level: Some College

Salary Range: (dependent on qualifications) \$48,552 - \$72,828

City: Parma **Location:** Operations Division

Position Description

OPD611

Grade: 17

FLSA: NE

GENERAL SUMMARY

Under general direction from the Assistant Finance Director/Deputy Fiscal Officer, with alternating periods of relative autonomy and general reviews, performs various payroll and accounting tasks such as processing bi-weekly payrolls, monitoring and entering payroll data in system database, verifying accuracy of figures and computations and balancing and reconciling employee records.

JOB REQUIREMENTS

Competencies that an incumbent should be able to demonstrate and that are reflected in the knowledge, skills and abilities that lead to the satisfactory accomplishment of the Essential Job Functions below, include Communications Skills; Feedback; Listening; Analytical Ability; Problem Solving Ability; Customer Service; Attention to Detail; Dependability; Taking Initiative and Responsibility; Computer Knowledge and Use..

Specific Knowledge, Skills, and Abilities required include:

- Thorough knowledge of clerical accounting and bookkeeping procedures as applied to reconciling bank accounts, verifying and posting financial data.
- Thorough Knowledge of payroll processing procedures.
- Knowledge of standard office procedures and practices.
- Strong mathematical skills.
- Proficiency in the use of personal computer software or systems applicable to the essential functions of the job, which may include any or all of the following: email/calendar software, internet/intranet browsers, word processing (preferably Microsoft Word), spreadsheets (preferably Microsoft Excel), database software, and various systems or software used by Cuyahoga County Public Library.
- Preferred experience with ADP Enterprise Payroll, ADP Enterprise Etime, and ADP Health & Welfare modules.
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners, calculators, and telephones.
- Interpersonal skills necessary to work courteously and effectively with other employees.
- Ability to:
 - Think analytically and apply sound judgment, resolve problems, make effective decisions, and act with integrity.
 - Maintain the confidentiality of information and professional boundaries.
 - Accurately organize and maintain paper documents and electronic files.
 - Detect errors, determine causes, and make corrections as appropriate.

ESSENTIAL JOB FUNCTIONS

- Complies with Cuyahoga County Public Library's policies, rules, guidelines, procedures, requirements, standards, and practices applicable to the job, including (but not limited to) work scheduling and attendance, customer service, use of Library property, computer use, personal conduct, and confidentiality.
- Verifies that all time cards have been approved and coded properly by supervisors. Verifies that proper pay codes are used on Sundays and other appropriate occasions. Takes appropriate corrective action where indicated.
- Reviews the benefit import from the ADP Health & Welfare module and imports the data into the Enterprise payroll system.
- Reviews changes to employee standard hours and ensures the benefit file is updated accordingly for life and hospitalization.
- Works closely with Human Resources to maintain files and data.
- Reviews all employee direct deposit changes and notifies employee if changes are needed.
- Balances import batch from ADP Etime to ADP Enterprise Payroll and creates adjustment entries on employee-by-employee basis when needed.

- Verifies deduction reports before transmission of payroll files to ADP, transmits files and verifies receipts and correctness of transmission to ADP.
- Reviews Payroll report for adjustments, manually entered data, and checks processed between payrolls, approves payroll, downloads payroll data to ADP Enterprise Payroll from the ADP mainframe, sets-up for next payroll cycle.
- Reconciles all dental, voluntary life and other vendor invoices for accuracy.
- Prepares journal entries to show the transfer of funds to the payroll accounts, including other entries to the General and Agency Funds, and gives the journal entries to the Assistant Director of Finance.
- Prepares spreadsheets to identify, record and support balancing third-party deductions checks with the payroll register.
- Balances Agency Funds and reviews the totals with the Assistant Director of Finance.
- Balances, uploads and posts the General Ledger interface, then verifies that the payroll expenditures match the Gross payroll on the Payroll Register.
- Reviews all IRS liens, garnishments and Child Support orders. Calculates withholdings, notifies employees involved and when indicated, updates electronic web sites in a timely manner.
- Maintains various departmental personnel records and files.
- Notifies the bank when manual checks are issued, stop payments, etc.
- Reconciles the Payroll Bank Account on a monthly basis.
- Assists the Assistant Director of Finance with end of year tasks including auditing, distributing W-2s, and participating in the preparation for the upcoming tax year.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Summary Minimum Education & Experience Required

Up to two (2) years of education or training beyond high school.

At least four (4) years of experience with large payroll service.

OTHER TESTING/LICENSES REQUIRED: A criminal background and credit check is required.

PHYSICAL DEMANDS AND WORKING CONDITIONS

No major sources of working conditions discomfort, i.e. standard office work environment with possible minor inconveniences due to occasional noise, near-continuous use of a personal computer, and/or minor heating, cooling or ventilation issues.

Company: Providence House

Reports to: President & CEO

Location: Cleveland, OH

Position: Grants Coordinator

Major Function: To help secure funding from current and prospective foundations at the local, state and national levels and

assist in the stewardship of foundation relationships.

Fund Development:

- Assist in execution of the fund development plan by building relationships and engaging support from foundations for operations, special programming, and capital projects.
- Creatively research and identify funding opportunities with both current and prospective funders at the local, state and
- national levels including public and private foundations, governmental sources, and others that may arise.

- Maintain tracking systems identifying foundations to solicit, deadline submissions dates, previous giving history and all pertinent information related to the submission.
- Prepare and submit proposals and all required materials in strict adherence of foundation deadline dates.
- Update template proposals and reports as necessary to ensure that all information is accurate and current.
- Draft new proposals and reports as needed; engage feedback and content support from staff related to the projects.
- Acknowledge all foundation gifts, visits, and communications in a timely manner.
- Manage and generate all required reports as required by funders.
- Maintain network, hard copy, and email records for all foundations including Raisers Edge data system;
- Document all activity and correspondence including contact individuals, gifts, key deadline dates, etc.
- Manage the timely and accurate filing of all foundation-related hard copy materials such as submitted proposals, grant agreements, and all other correspondence with foundation contacts.
- Lead the planning and execution of all foundation-related events, site visits, and courtesy communications.
- Coordinate outreach with Board of Trustees related to foundation requests, relationships, and site visit representation.
- Compile financial and donor-related queries and reports as needed.
- Maintain ongoing documentation of work and project activity as related to the Development plan, including status on completion of goals, reports of performance, and other outcomes as requested.

Events and Marketing

- Assist with the execution of Providence House special events including 5K race, spring luncheon, holiday auction and
- other fundraising events as assigned.
- Assist with outreach efforts including attendance at external events and speaking engagements as assigned.

Promise Campaign

- Assist in the development, maintenance, and distribution of Campaign related proposal requests and other correspondence to ensure accurate and timely communications with all active and prospective campaign donors.

General Duties

- Assist in managing and routing incoming telephone calls and visitors at the door as needed.
- Assist in greeting gift in-kind donors and ensuring their completion of donor receipts as needed.
- Must be able to work some evenings and weekends
- Travel in the Northeast Ohio area as assigned
- Other duties as assigned

Required Qualifications

- Bachelor's Degree or related experience
- Minimum two years nonprofit experience in grant writing, research, and submission.
- High level capabilities in web-based research and MS office with specific focus in Outlook, Word, and Excel.
- Experience with donor/database software programs; Raiser's Edge software preferred.

Preferred Skills and Personal characteristics

- Strong inter-personal communication skills, outgoing, personable.
- Must possess good time management, self-motivation, and organizational skills.

- Ability to visualize the overall objectives of Providence House and execute activities to meet those objectives.

To Apply: Please send resume and cover letter to Jean Evans – jean@provhouse.org

Company: The Free Medical Clinic of Greater Cleveland

Location: Cleveland, OH ♦ www.thefreeclinic.org

Position: Director of External Relations

Full Time: 40 hours per week

Salary: Commensurate with skills and experience

Position Overview: In collaboration with the Board and leadership staff, the Director of Volunteer & External Relations is responsible for overseeing the development and implementation of all volunteer management, marketing, communications, advocacy, and external relations activities. S/he will improve The Free Clinic's image and position within the community, facilitate professional external communications, ensure adequate in-kind personnel contributions, enhance the organization's impact on relevant public policy issues, and provide staffing support for several key Free Clinic standing committees. This position reports to the Executive Director.

QUALIFICATIONS:

Required:

- Bachelor's degree in marketing/communications, public relations, or related field.
- Four years minimum experience and demonstrated skills and knowledge in volunteer management, marketing/communications, public relations, and government relations.
- Demonstrated experience writing press releases, overseeing the design and production of print materials and publications, making public presentations, and working with media.
- Strong creative, strategic, and analytical skills.
- Ability to manage a database system.
- Excellent organizational, administrative, and communication skills.
- Ability to manage multiple substantial projects and work independently.

Preferred: Graduate degree in related field and experience working with nonprofit organizations.

AREAS OF RESPONSIBILITY:

External Affairs:

- Manages external communications and promotes the organization through community involvement.
- Oversees community affairs and promotes organizational collaborative opportunities.
- Builds relationships with educational and professional institutions to recruit volunteers, and serves as an agency liaison with community groups.

Volunteer Services:

- Plans and implements a comprehensive agency-wide volunteer services program that provides for the recruitment, screening, selection, and orientation of lay and professional volunteers.
- Ensures adequate volunteer staffing support for all Clinic departments and services.
- Facilitates student internships and rotations through institutional academic affiliations.
- Directs volunteer orientation, solidifies departmental policies and procedures, maintains volunteer records, and monitors volunteer efficacy through direct observation and staff feedback.
- Develops and implements instruments for volunteer evaluation and recognition.
- Plans and coordinates volunteer appreciation activities on a regular schedule.

Marketing/Communications:

- Enhances the organization's brand identity through effective print and electronic marketing and communications including brochures, newsletters, and annual reports.

- Cultivates relationships with appropriate media sources to ensure consistent external communication and, in collaboration with the Executive Director,
- Acts as the organization's representative and spokesperson to the public.

Advocacy:

- Researches and monitors regional, state, and federal government activities to determine appropriate advocacy opportunities for the organization.
- Prepares executive summaries and other documents to inform Free Clinic Board, staff, volunteers, and various constituents about relevant public policy issues.

Other:

- Contributes to the Administrative Leadership Team in the overall management of the organization, including creating budgets, developing management policies, creating and monitoring performance measures, and developing an environment that fosters ethical behavior and values diversity and fairness.
- Promotes effective communication within and between departments through teamwork and attending departmental and Free Clinic all-staff meetings.
- Supervises External Relations Coordinator.
- Other duties, as assigned.

To Apply: Submit Resume by September 15, 2012 to: Jolynda Gibbs, HR Manager, hr@thefreeclinic.org
The Free Medical Clinic is an Equal Opportunity Employer & service provider. *The Free Clinic provides quality health care and related services free of charge to those who lack appropriate alternatives, and advocates for policy changes that make health care available to all.*

Company: The Hanna Perkins Center for Child Development

Position: Finance Director

Posting Date: September 7, 2012. Applications accepted until the position is filled.

Reports To: Chief Executive Officer

Direct Reports: Office Facilities Manager, Information Systems Specialist, Building Custodian and assigned contractors

Status Full-time, exempt position requiring extended hours including some evening and weekend work

Position Summary: The Finance Director, under the direction of the Chief Executive Officer (CEO) directs the financial affairs of the Hanna Perkins Center for Child Development (HPC). The Finance Director assists the CEO strategically by developing financial plans and policies, accounting practices, preparing and monitoring of the annual budget, financial reports and maintenance of accurate and complete fiscal records. Tactically, the Finance Director performs all payroll, accounts payable, accounts receivable and related functions to ensure the daily financial operations are in compliance with organizational needs and Federal, state and local regulations.

Key Responsibilities:

- Work with the Chief Executive Officer to direct and coordinate the organization's financial and budget activities to support operations, maximize investments and increase efficiency.
- Assure that HPC's administrative and financial operations comply with all state, federal and applicable professional standards.
- Performs all payroll functions and assures that payroll is accurate and on time.
- Performs all accounts receivable, accounts payable and month-end/ year-end closing processes.
- Provide direct supervision to assigned HPC staff and contractors. :
- Support Human Resource function by providing on-boarding for new employees, managing benefits, and processing tax documents. Serves as a member of the management team.

Skills/Knowledge: Excellent written and verbal communication skills, literate in QuickBooks and Excel

Qualifications:

- Bachelor of Science Degree,
- CPA or equivalent required,
- Six to ten years experience in nonprofit financial management

Physical Demands: Finance Director will frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

To Apply: Please forward **COVER LETTER and RESUME** via Email: search@hannaperkins.org OR Mailing address: Finance Director Search Hanna Perkins Center for Child Development/19910 Malvern Road/Shaker Heights, Ohio 44122

Company: Koinonia Homes, Inc.

POSITION TITLE: Vice President of Business Development

Date: August 24, 2012

Reports To: Chief Executive Officer

Position Status: Exempt

Core Competencies:

Accountability, Effective Communication, Work Ethics and Values (Integrity), Problem Solving, Service Excellence, Team Leadership, Technical Proficiency, Human Resource Development, Leading and Managing Change, Organizational Awareness, Planning and Organizing, Results Management, Entrepreneur

Position Overview:

The function of this position is to develop, generate, and oversee new revenue generating business opportunities. Leads and oversees the development and growth of profitable new business ventures. Identifies business opportunities, provides analyses or evaluating new business opportunities, develops business plans, and leads the development or acquisition. This position is responsible for ensuring business growth and financial success through effective direction and management of the business development areas, making sure new businesses are delivered in accordance with the organizational strategy. He/she partners closely with the CEO/President and as a member of the Executive Cabinet team, to develop and drive new business initiatives.

Position Responsibilities:

Strategic Innovation and Entrepreneurship 25%

- Develops annual revenue forecasts and business planning.
- Sets targets and defines strategy to achieve targets.
- Identifies and secures sources for financing business initiatives.
- Participates in organizational strategic planning with the purpose of aligning business sales and marketing with overall organizational goals.

Marketing, Research, and Analysis 25%

- Identifies potential business opportunities and new target markets.
- Oversees competitor and market analysis.
- Analyzes opportunities and recommends that which will be best fit for organizational goals.
- Develops marketing strategies for established and new business ventures; implements accordingly.

People Management and Development 15%

- Develops and leads the Business Development team in sourcing, managing and implementing new business opportunities.
- Fosters a positive work environment to attract and retain highly motivated, top quality employees.
- Coaches and counsels direct reports; evaluates job performance and growth.
- Self-development and continuing personal growth.

Financial Management, Administration, and Reporting 20%

- Supports the overall process of management and corporate decision-making to ensure the organization maximizes its short, medium and long-term profitability and stakeholder returns.

- Impacts the profitability of the agency through ensuring strategic and tactical management decisions and new business development results.
- Develops a budget for each business entity and submits to CEO for approval; prudently manages resources within those budgetary guidelines according to company policy and within ethical corporate governance guidelines.
- Ensures business databases are developed and maintained.

Business Leadership and Planning 15%

- Develops, reviews, and reports on the business development division's strategy, ensuring the strategic objectives are well understood, executed and in line with Koinonia's overall vision and strategy.
- Maintains and develop organizational culture, values and reputation in its markets and with all associates, customers, suppliers, partners and regulatory/official bodies.
- Advises, negotiates, manages and administer all contracts into which the agency may enter. Confers with the CFO and CEO on business matters associated with entering into such contracts.

Worker Characteristics:

- Experienced leader with demonstrated business start-up experience; Demonstrated entrepreneurial skills and abilities producing results
- Energetic, forward-thinking and creative individual with high ethical standards and appropriate professional image
- Strategic visionary with sound technical skills, analytical ability, good judgment and strong operational focus
- Extremely well-organized and self-directed individual who is "politically savvy" and a team player
- Ability to effectively relate to people at all levels of the organization
- Excellent negotiator who is experienced in contracts
- Excellent customer service skills, both internally and externally
- Excellent project and time management skills
- Demonstrated application of business and management principles; results oriented
- Entrepreneurial: highly motivated, competitive spirit, innovative, creative, resourceful
- Strong analytical skills
- Effective organizational skills
- Leadership
- Ability to work collaboratively

Unusual Working Conditions:

- Work may include evenings and weekends
- May require travel
- May be exposed to contagious diseases
- May be exposed to aggressive or otherwise challenging individuals

Minimum Qualifications:

- BA/BS in business or closely related discipline required
- Extensive experience in business development and management;
- MBA preferred
- Proficient in Microsoft Office
- Valid Ohio Driver's license with less than two moving violations
- Must have and maintain vehicle liability insurance