

Community Shelter Board
Working to end homelessness

4. Superior numeric skills.
5. Excellent communication skills, both oral and written.
6. Excellent skills in Microsoft Office (Word/Excel/Outlook) necessary. Experience using computer network, e-mail, and internet required.

PHYSICAL OR MENTAL DEMANDS

1. High energy level, comfortable performing multi-faceted projects in conjunction with normal activities.
2. Strong analytical and reasoning abilities.
3. Well-developed interpersonal skills; ability to get along with diverse personalities; tactful, mature, flexible.
4. Ability to establish credibility and be decisive while supporting the agency's needs and priorities.
5. Quick learner – able to grasp and oversee all DCA functions and comfortable in a fast-paced environment.

MINIMUM QUALIFICATIONS

1. Congruence with agency mission and values.
2. Bachelor's degree or current student with competency in human services or business administration.
3. Valid Ohio driver's license, proof of automobile insurance, and pass a criminal background check.

**Community Shelter Board is an Equal Opportunity employer
and conforms to all applicable employment practices.**