



Brenda Rock
Executive Director

NOTICE OF JOB OPPORTUNITY
Executive Director

MINIMUM QUALIFICATIONS: Bachelor's Degree in Social Work or related field required. At least two years of experience with supervision and administrative knowledge and experience with public service systems including mental health, Board of Developmental disabilities, Dept. of Job and Family Services, Juvenile Court, Children Services, Health District and others. Excellent verbal and written communication skills. Experience in budgeting and record keeping.

DUTIES:

- Provides Professional leadership in planning, development, evaluation, organization and collaboration of the County Family & Children First Council and broader community.
- Assists the fiscal agent with managing the finances of Council, including budgeting, procurement and audits.
- Works with County organizations to assess the needs of children and families, service providers and strategic planning of funding sources.
- Fosters communication, cooperation and effective community resource utilization among local child-serving agencies in line with the annual planning process.
- Represents County at local and state meetings, or on Council or boards relating to children and families.
- Writes and manages grants and program proposals.

FRINGE BENEFITS INCLUDE:

- Flexible work hours offered, depending on agency needs
- Employee, spouse, and family health insurance paid at 80%
- Employee paid dental, vision, and life insurance
- Employee assistance program provided to employees and their households
- Wellness program for employees and spouses enrolled in a medical insurance plan
- Paid sick leave, if earned leave is available
- 2 paid personal days per year, prorated accrual based on start date
- Paid vacation after 90 days of service or upon hire with one (1) year of prior countable service
- Ohio Public Employees Retirement System (OPERS)
- Deferred compensation plans available

Position open until filled. Priority given to applications received by December 4, 2025.

Qualified applicants should submit their cover letter and resume to:

Human Resources at champ_careers@jfs.ohio.gov
Champaign County Family and Children First Council
1512 S. US Highway 68, Suite N100, Urbana, OH 43078
937-653-4490

Any offer of employment is subject to background investigation including, but not limited to, prior or current employment, criminal background checks, fingerprinting, and Child Welfare history checks.

Champaign County is an Equal Opportunity Employer

Champaign County is committed to providing access and inclusion and reasonable accommodation in its services, activities, programs, and employment opportunities in accordance with the Americans with Disabilities Act (ADA) and other applicable laws. To request a reasonable accommodation due to a disability, please contact Human Resources at 937-484-1500 ext. 2749 (Ohio Relay available).