



## EMPLOYMENT VACANCY

<b>POSITION:</b>	<b>Adult Education Secretary</b>
<b>STARTING DATE:</b>	February 1, 2026
<b>REPORTS TO:</b>	Adult Education Director
<b>SALARY:</b>	\$20.00 - \$24.00 – based on experience
<b>WORK DAYS:</b>	Full-Time: Monday – Thursday 1:00 pm – 9:00 pm, Friday 8:00 am – 4:00 pm
<b>BENEFITS:</b>	Hospitalization, dental, prescription, vision, term life insurance; vacation, personal/sick leave days
<b>DESCRIPTION</b>	<ul style="list-style-type: none"><li>▪ To provide quality support to administrators, staff, students and communities served by organizing office duties, activities and information through a commitment to customer service.</li></ul>
<b>MINIMUM REQUIREMENTS:</b>	<ul style="list-style-type: none"><li>▪ High school diploma</li><li>▪ Satisfactory pre-employment skills test</li><li>▪ Computer skills and software applications</li><li>▪ Understands position's role as liaison with internal and external customers</li><li>▪ Ability to maintain confidentiality and use discretion in work</li><li>▪ Coordinates and accurately implements Adult Education policies and procedures</li><li>▪ Works within a busy office environment, and supports department teams in order to ensure the smooth running of day-to-day activities</li><li>▪ Demonstrates a record free of criminal violations that would prohibit public school employment</li></ul>
<b>DESIRABLE REQUIREMENTS:</b>	<ul style="list-style-type: none"><li>▪ Customer-service oriented</li><li>▪ Exceptional interpersonal skills</li><li>▪ Above average verbal and written skills</li><li>▪ Ability to function as a team</li><li>▪ Ability to multi-task</li><li>▪ Committed to keeping EHOVE an exceptional community organization, committed to improvement</li></ul>
<b>APPLICATION DEADLINE:</b>	December 24, 2025
<b>HOW TO APPLY:</b>	Applications available on our website: <a href="http://www.ehove.net">www.ehove.net</a> , Menu, EHOVE Jobs ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED
<b>DATE POSTED:</b>	December 10, 2025

EHOVE Career Center, 316 West Mason Road, Milan, OH 44846

☎ 419.499.4663 ☎ [www.ehove.net](http://www.ehove.net)

**AN EQUAL OPPORTUNITY EMPLOYER**

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