

Part-time position for the Hardin County Local Emergency Planning Committee Information Coordinator/Secretary. 16 hours per week with paid holidays and sick leave accumulation. No vacation days or health insurance. Must know Microsoft Word and have good communication skills, be a team player, and self-motivated. Knowledge of Microsoft Excel would be a plus. It will be essential to be willing to learn various emergency management software and a willingness to participate in online FEMA training. Position description and application may be picked up at the Hardin County Commissioners Office, One Court House Square, suite 100, Kenton, OH 43326, 8:00 a.m. to 4:00 p.m. Mon.-Fri. You may also email the [hardinlepc@outlook.com](mailto:hardinlepc@outlook.com) for an application and job description. Resumes are also welcome with submission of the application. Last day to submit application is Friday February 18, 2021.