



Knox County Board of Commissioners

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April 13, 2023

LEGAL NOTICE - INVITATION TO BID

Notice is hereby given that the Board of Knox County Commissioners is soliciting bids from interested parties to furnish Summer Job Coaching for OhioMeansJobs Knox County, for the 2023 calendar year.

Summer Job Coach

OhioMeansJobs Knox County is seeking two (2) temporary, contracted Summer Job Coaches to work with 14–18 year-old in-school youth.

Job Coaches will assist youth workers in gathering work documents, assist in coordinating and facilitating job readiness activities, and assist in coordinating employer spotlight sessions.

Job Coaches will assist in coordinating job site schedules, monitor youth work activity at job sites, collect and reconcile timesheets, attend industry tours, and other program related tasks.

This program is expected to operate from mid-June through the end of July. Job Coaches will work 40 hours a week and may need to start working a week or two prior to the start of the program and work a week beyond the end of the program.

The hourly rate is \$20.00 per hour.

Candidates should have experience working with youth and have a sincere desire to assist young people with career interests and setting goals.

Candidates must have a valid driver's license, reliable transportation, proof of insurance, ability to pass a drug-screen and background check.

Apply by Email to: OMJKnox@jfs.ohio.gov

Any contract awarded pursuant to this advertisement shall be awarded to the best and lowest bidder.

The Commissioners reserve the right to reject any and/or all bids for all or part of the bids solicited and waive technicalities in the bidding of said bid.

By order of the Board of Knox County Commissioners, Knox County, Ohio
Teresa Bemiller, Thom Collier, and Bill Pursel.

Publish April 22, 2023 and April 29, 2023

This notice shall also be published on the Knox County Commissioners' website at:
<https://co.knox.oh.us/county-home/public-notices/>