



**OFFICE OF THE
KANKAKEE COUNTY STATE'S ATTORNEY**

**JIM ROWE
STATE'S ATTORNEY**

369 N 5th Ave,
Kankakee, IL 60901

EMPLOYMENT OPPORTUNITY

- POSITION:** **Activities Coordinator, Justice Academy After-School Program**
- DESCRIPTION:** The Justice Academy is seeking an Activities Coordinator who will work with the community to create opportunities for the students to get involved and explore different resources in the area. Additionally, the Activities Coordinator will create in-house celebration days for the children.
- REQUIREMENTS:** Exceptional communication and writing skills are essential. Demonstrated proficiency in Microsoft Office Suite and ability to master new computer programs/technology. Ideal candidate will be able to perform in a stressful, fast-paced environment under strict deadlines.
- LOCATION:** The Justice Academy after school program will be located at Avis Huff Student Support Service Center.

SEND RESUME AND 2 PROFESSIONAL REFERENCES TO:

Braelyn Oberle, Program Coordinator
Avis Huff Student Support Service Center
369 N 5th Ave.
Kankakee, IL 60901
braelyn.ja3@gmail.com

**THE KANKAKEE COUNTY STATE'S ATTORNEY'S OFFICE AND THE
COUNTY OF KANKAKEE ARE EQUAL OPPORTUNITY EMPLOYERS**