



Catholic Charities of the Diocese of Raleigh

Providing Help—Creating Hope—Serving All

Job Description

Position: Program Coordinator – Centro La Comunidad (Part-time; 3 days per week)
Job Location: Burlington, NC
Responsible to: Regional Director
Supervises: Program staff and volunteers

A. General Responsibilities:

1. Carry out the operations and activities of Centro La Comunidad
 2. Ensure that the program meets and maintains agency and professional standards
 3. Represent Catholic Charities, its mission, and Centro La Comunidad appropriately to the public
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B. Specific Job Responsibilities:

Program management and development

1. Manage operation of the program and the facilities where it is located
2. Define community needs, conduct program evaluation and quality assurance, and develop programming necessary to carry out existing and new services and the corporal works of mercy
3. Work with community organizations, agencies, groups, Catholic parishes, churches, and individuals to:
 - a. Develop collaborative relationships
 - b. Coordinate services
 - c. Identify community resources and unmet needs
 - d. Advocate for enhanced resources and fair treatment of vulnerable, isolated, poor, and marginalized families
4. Greet and provide information to clients/visitors, and connect them with Catholic Charities staff and/or with other community agencies and resources as appropriate
5. Inform the community of the services provided by the program through bulletins and other ongoing marketing strategies
6. Perform marketing activities including direct contacts, BAA and United Way talks, and community fairs
7. Identify and pursue funding opportunities, develop grant proposals and applications for program funding, and represent the agency and program at applicant presentations to prospective funders
8. Maintain client and program records and data and produce reports as required for United Way and other funders
9. Assemble and coordinate advisory committees as assigned
10. In coordination with regional director, hire, train, and supervise program staff
11. Manage the recruitment, training, and supervision of volunteers
12. Attend agency, staff, and community meetings as determined by supervisor
13. Perform other duties associated with the general responsibilities of this position and/or as assigned

Office management

14. Perform assigned duties related to site maintenance and upkeep
 15. Purchase and manage office equipment and supplies
 16. Compile and transmit reports as assigned
 17. Receive and deposit revenues and contributions and provide receipts and written acknowledgements
 18. Maintain office financial records and petty cash account
 19. Assist regional director in preparation of office and program budget
 20. Perform other duties associated with the general responsibilities of this position and/or as assigned
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C. Requirement Specific to this Site: Fluency in Spanish & English (oral and written communications)

D. Qualification Requirements:

Education: Bachelor's degree in human services field or equivalent experience

Experience: Demonstrated management experience in human services setting

Special Requirements:

- Knowledge of and commitment to Catholic teachings and practices and the mission of Catholic Charities
- Valid NC Driver's License and a vehicle in working order for business use
- Status as a legal permanent resident or U.S. citizen

Skills:

- Ability to work and collaborate with diverse church, community, and client groups
 - Excellent interpersonal skills and ability to work as part of a team within the office, on assigned projects, and within the community
 - Ability to represent the agency and program before various audiences, including community groups and agencies, churches, existing and potential funders, etc.
 - Competency in social systems approach, empowerment strategies, and community development
 - Demonstrated ability to work effectively with and on behalf of a wide diversity of people from differing ethnic and socioeconomic backgrounds
 - Proven computer skills including Word, Excel, and other appropriate applications
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E. Working Conditions: Job responsibilities involve travel and work beyond the regularly scheduled workdays.
