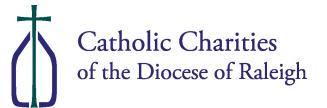


CATHOLIC DIOCESE OF RALEIGH POSITION DESCRIPTION FORM



Position Information

Position Title: Pro	ogram Director			
Department: Ca	tholic Charities			
Reports To (Title): Regional Director				
Work Schedule: • M – F Hours: 8:30am • 5:00pm • Other:				
Type of Employee	Regular Full Tir	ne 🔘 Regular Part Time	O Part Time	Temporary
(Hours worked per wee	ek) (≥30)	(20-29)	(≤20)	(varies)
Percentage of Travel Re	equired O%	• 10%	25%	O 50%+
Exemption status (HR u	<i>se only</i>)	Non-exempt		

Position Summary

Summarize the overall function or purpose of this position. This should be a concise description of the job.

The Program Director will manage staff and volunteers to provide high quality distribution of healthy food supplies, emergency utility assistance and case management services to families in accordance with the policies and procedures set forth by Catholic Charities of the Diocese of Raleigh.

Duties and Responsibilities

Indicate as clearly as possible the significant duties and responsibilities that are **essential** requirements of the job. List the duties in order of importance and the approximate percentage of time for each duty. Focus on major responsibilities rather than detailed work routines.

Day to day management of the program (2 boxes):	
- Hire, manage, supervise and evaluate program staff	
 Manage the training and supervision of program volunteers 	
 Ensure seamless provision of food and utility assistance services 	
- Responsible for grant applications and grant reports	
- Assist in developing and managing the program budget in coordination with the Regional Director	
and Administrative Office	70.00

Duties and Responsibilities continued from page 1

- Participate in all mandated training and supervisory sessions
- Complete monthly reports and manage inspections
- Maintain client records, agency/program data collection & reports adequate for statistical reporting
- Ensure compliance with all affiliation agreements/contracts and their related policies, procedures, and reporting requirements
- Communicate with management regarding program needs, planning, development and evaluation

Manage Community Relationships

- Participate in community development activities and work with community groups and agencies to advocate for the needs and rights of the populations served
- Work with community agencies, groups, and organizations to coordinate services for clients

20.00

Other Duties

- Attend agency, staff and community meetings
- Perform other duties associated with the general responsibilities of this position and/or as assigned by supervisor

10.00

Position	Qualifications

Formal Education (minimal level REQUIRED for this position)

O No minimum education level			
High School diploma or GED			
Associates or other 2-year degree including technical/trade school			
 Bachelors degree 			
O Masters or Professional degree (M.E	3.A., J.D., etc.)		
O Doctorate			
Degree in specific subject area:	Degree Type:	Social Services Related Degree	
	Concentration:		
Work Experience (minimum experience REQUIRED for this position)			

- O Less than 1 year
- O 1 3 years
- 4 6 years
- O 7 9 years
- O 10 + years

Years of specific work experience: Field: ______ Years of experience: _____

Qualifications

Experience: - Working in human services and community development - Demonstrated competency working with families of various cultural backgrounds - Management of volunters - Must have knowledge of food insecurity issues and food safety regulations	
Skills: - Ability to present program message to communities - Must have excellent interpersonal, conflict resolution and critical thinking skills to manage s - Budget management skills - Proven computer skills including Word, Excel and other appropriate applications	taff, lead volunteers, and work directly with clients
Special Requirements: - Knowledge of and commitment to Catholic social teachings and practices and the mission of - Valid NC Driver's License and a vehicle in working order for business use - Authorized to work in the U.S.	of Catholic Charities of the Diocese of Raleigh
Preferred: - Bilingual in Spanish/English oral and written communications - Management and supervisory experience in human services	
*Job responsibilities may involve travel and some work beyond the regularly scheduled work	days, i.e., weekends and evenings as scheduled, and as needed.

Position Characteristics

Physical Requirements/ Work Environment (This section must be completed *entirely*, regardless of position)

	Amount of time spent			
	None	<1/3 of time	1/3- 2/3 of time	>2/3 of time
Lifting greater than 20 lbs.	0	\bullet	0	0
Sitting for extended periods	\bigcirc	\bigcirc	$oldsymbol{eta}$	\bigcirc
Standing for extended periods	0	\bullet	0	\bigcirc
Primarily office work	0	0	0	\bullet
Primarily outdoor work	0	$\textcircled{\bullet}$	0	\bigcirc
Primarily indoor work	0	0	0	\bullet
Prolonged exposure to heat/cold	0	\bullet	0	0
Prolonged exposure to loud noise	0	$\textcircled{\bullet}$	0	\bigcirc

Level of Supervision Received (check the option that best describes the position overall)

Direct Supervision: Supervisor gives specific instructions on all assignments. Work is reviewed regularly for	\cap
accuracy and completeness.	\cup
General Supervision: Supervisor provides continuing or individual assignments by indicating what generally	\cap
is to be done, limitations, quality and quantity expected, deadlines, and priorities.	\cup
Intermittent Supervision: Supervisor makes assignments by defining objectives, priorities, and deadlines.	-
Assists employee with unusual situations. Employee carries out successive steps and resolves problems in	\bigcirc
accordance with instructions and policies.	0
Administrative Supervision: Supervisor sets overall objectives and resources available. Collaborate on	
deadlines, projects, and work to be done.	
Long-Range Administrative Direction: Employee generally proceeds independently in accordance with	~
general plans, policies, and purposes of the department. Results of work are considered technically	\bigcirc
authoritative.	\smile

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job. They are not intended to be an exhaustive list of all the responsibilities, duties, and skills required for the position. All employees may have other duties assigned at any time.