

COMMUNITY PROGRAMS SPECIALIST
CATHOLIC CHARITIES, SAN BERNARDINO
PART-TIME

The mission of Catholic Charities San Bernardino & Riverside Counties is to provide services that impact family, neighborhood and society so that people's lives are filled with hope. Catholic Charities respects the dignity of all people and, in partnership with individuals, families and communities, advocates for their needs and supports their right to self-determination.

Under the direct supervision of the CEO/Executive Vice President, the Community Programs Specialist will assist in the implementation and coordination of specific community based programs within Catholic Charities. The Community Programs Specialist will work closely with Catholic Charities Program Directors, Regional Coordinators, and external stakeholders to ensure contract compliance, execution, and reporting fidelity. In addition, the Community Programs Coordinator will have a pivotal role in community outreach efforts throughout San Bernardino and Riverside Counties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- While functioning as the primary liaison, build rapport and form an alliance between Catholic Charities, Catholic Charities of California, and others as assigned.
- Responsible for the development and implementation for each assigned program.
- Ensure contract compliance by generating statistical reporting and conducting program evaluation as required.
- Communicate ongoing status updates to Program Directors of community programs.
- Attend and actively participate in committee meetings, conference calls, and the annual state conference to receive updates and provide feedback. Relay updates and information to Program Directors.
- Collaborate with the Development and Communications team to develop and/or order program materials for staff.
- Collaborate with Catholic Charities staff and Community Partners to identify and actively participate in outreach events; while representing Catholic Charities in a professional manner and promoting Catholic Charities to further the visibility, services, and mission in the community.
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree preferred; higher education coursework in a related field considered.
- Minimum 1 year of experience working within a non-profit, community outreach, or a related setting.
- Experience using Microsoft Office and online database management system.
- Ability to work independently with a strong sense of mission.
- Excellent planning, organizational, coordination, and administrative skills.
- Excellent written & verbal communication skills.
- A professional demeanor with the ability to work well with multi-disciplinary staff.
- Possess a current driver's license, proof of insurance, and an operating vehicle for transportation (up to 20% travel required).

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying, pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please forward your resume to:

Attention: Human Resources

Email: humanresources@ccsbriv.org

Fax: 909-384-1130

Catholic Charities of San Bernardino & Riverside Counties is an Equal Opportunity Employer.