

EMPLOYMENT OPPORTUNITY FACT SHEET

POSITION: CSBG Program Participation Manager
LOCATION: Central Arkansas Development Council
HOURS: 8:00am - 4:30pm
FULL-TIME: Exempt **PART-TIME:**
VACANCY NOTICE: 02/07/19
APPLICATION DEADLINE: Open Until Filled
DATE POSITION TO BE FILLED: As Soon As Possible
SALARY: \$ 45,760.00 Annually

JOB DUTIES:

Plans, coordinates, implements and manages all aspects of the program by performing various duties either personally or through supervisors and staff. Duties include development of community and family partnerships and linkages, assisting with CADC community and family engagement activities within the service area assigned and monitoring operational results.

Responsible for the planning, coordinating, implementing and managing of all programs, program components and program operations, ensuring program quality meets requirements of the funding sources.

Ensure compliance and interpret all applicable regulations, manuals, policies, instructions, transmittal notices, directives and guidelines pertaining to program.

Prepare grant applications/proposals for funding and/or expansion participation by staff, councils, families and the community as required by funding sources.

Prepare and recommend program services operation to management. Compile, review and analyze program operations reports. Make recommendations for management evaluation. Make monthly/quarterly reports.

Collaborate with Executive Director, CSBG Program Participation staff, Program Managers, and subordinate managers to establish short and long-range goals and objectives and outcomes for return on investment documentation.

Supervise and oversee personnel who preform activities to implement agency goals and policies, ensuring that responsibilities, authority and accountability of direct subordinates are defined and understood.

Prepare and recommend budgets to management, write proposals to obtain government or private funding for projects to meet community needs while reviewing and analyzing expenditures, financial and operation reports.

Oversee property management and inventory control of the program, identifying and interpreting needs for program development and monitor quality and perform periodic on-site inspections of the program.

Assist in raising revenue, approve purchase orders, invoices and program payroll, and coordinate activities of volunteers as needed.

Identify and interpret needs for community and family program participation. Provide leadership in coordinating activities of agencies, groups and individuals to meet identified needs. Study and assess strengths and weaknesses of existing resources. Maintain contact with representatives of community groups, of other agencies, or elected public officials, and of community-based organizations, public schools and private enterprises to exchange and update information in partnership agreements and services available.

Assist Participation staff plan, develop, coordinate, implement, and report community outreach meetings, workshops, parent involvement, surveys and public relations efforts mapping community activities and goals related to agency service areas.

Review and monitor agency and/or program required forms and software to document all contacts, documenting goals and accomplishments of families, recipients and groups for accuracy.

Supervise and provide training to Participation staff and conduct development programs as necessary.

Ability to present effective and persuasive speeches, and presentations on controversial/complex topics to top management, public groups, funding sources, government agencies and other key constituencies and/or board of directors.

Other duties as assigned

EDUCATION REQUIREMENTS: Bachelor's degree with related experience or related experience or equivalent combination of education, training, and non-profit experience is preferred. Family Development Instructor credential, National Certified ROMA Instructor is preferred.

EXPERIENCE NEEDED: Must have good computer and oral / written communication skills, be well-organized, have demonstrated time management /multi-tasking skills, able to work independently and manage a flexible schedule. Experience working with not for profit and/or low income individuals, groups and families in a goal-setting process a plus.

OTHER REQUIREMENTS: Pre-Employment Drug Screening and Criminal Background Check. Must frequently lift and/or move up to 10 lbs. and occasionally lift and/or move up to 40lbs.

"EQUAL OPPORTUNITY EMPLOYER"

Central Arkansas Development Council

To download Employment Application go to www.cadc.com or for more information call 501-315-1121