



SUBMISSION DETAILS:

Interested applicants must submit a cover letter and resume to info@wfnconsulting.com on or before 5:00 p.m. on Thursday, January 22, 2015. Attachments should include the candidate's last name and the job title. ABSOLUTELY NO PHONE CALLS.

Job Title: Community Programs Specialist

FSLA status: Exempt

Department: 300 Cobb

Reports to: Deputy Director

Position Summary: Responsible for the administration of community-based programs.

Qualifications Required:

- Bachelor's degree in Public Administration, Political Science, Business Administration, Human Services, or a related field
- Intermediate computer proficiency with Microsoft Office Suite
- Proficiency in written and oral communication skills
- Minimum 2 years experience in customer service, planning, project management, grants management, or related area.
- Must be able to work well independently and with teams.
- Strong interpersonal skills.

Qualifications Desired:

- Work experience demonstrating knowledge of community-based programs.
- Experience with procurement, construction project management, non-profit management
- Must be able to work independently and in teams.

Essential Functions and responsibilities:

- Demonstrates ability to prioritize, meet deadlines, and follow through on assignments.
- Reviews current grant regulations, notices, and handbooks.
- Coordinate client intake and verification.
- Coordinates with subrecipients and/or contractors regarding project status.
- Maintain project files, databases, and environmental review records.
- Monitors contracts or agreements to ensure compliance with contract terms
- Manages project procurement to include reviews of bids, cost estimates and change orders.
- Conducts external/internal monitoring for all community-based projects

- Processes and tracks grant expenditures and beneficiaries for all community-based projects and activities.
- Prepares and submits monthly, quarterly, semi-annual, and annual reports.
- Works closely with subrecipients and provides technical assistance to subrecipients, as needed.

Nonessential Functions:

- Perform other related duties as assigned

Success Factors/ job competencies:

- Proficiency with various computer-based programs including Microsoft Office Suite
- High level of professionalism
- Time Management- the ability to prioritize and meet deadlines.
- Manage and coordinate information systematically
- Identify problems and propose solutions
- Maintain excellent interpersonal and communication skills
- Strong team player
- High degree of discretion dealing with confidential information
- Analytical and research skills

Physical Demands and work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing duties of job, incumbent is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms, stoop, bend, talk and hear. Employee must occasionally lift and/or move up to 5 pounds. Specific vision abilities required by the job include close vision.
- *Work Environment:* The noise level in the work environment is usually minimal

Performance standards:

- Annual performance appraisal
- Attainment of annual goals established between Deputy Director and incumbent