

EMPLOYMENT OPPORTUNITY FACT SHEET

AS A PARTNER WITH THE ARKANSAS DEPARTMENT OF WORKFORCE SERVICES, WE REPORT ALL APPLICANTS WHO FAIL TO KEEP THEIR SCHEDULED INTERVIEW OR FAIL TO REPORT FOR A SET START DATE. ONLY SERIOUS APPLICANTS NEED APPLY.

POSITION: CSBG Program Supervisor
LOCATION: Assigned Site Negotiable
HOURS: 8:00 am - 4:30pm FULL-TIME
SALARY: \$23.00 Hour
DATE POSITION TO BE FILLED: As Soon As Possible

JOB DUTIES:

Plan, coordinate, implement and manage the CSBG program under the direction of the CSBG Program Manager. Duties include assisting staff in the development of community and family partnerships and linkages, assisting with CADC community and family engagement activities within the service area assigned, monitoring operational results and budgets, assisting in staff development, supervising CSBG staff, and day-to-day operation of each CSBG office.

Write proposals and assist in teaching the writing of proposals to obtain government or private funding for projects to meet community needs.

Assist in preparing and recommending program services operation to management. Assist in compiling, reviewing and analyzing program operations reports. Make recommendations for management evaluation. Make monthly/quarterly reports.

Collaborate with CSBG program manager, CSBG Family/Community Enrichment Supervisors and CSBG Family/Community Enrichment Specialist to establish short- and long-range goals, objectives and outcomes for return on investment documentation.

Supervise activities and make any necessary recommendations for improvement of the assigned offices and program service delivery.

Identify an interpret needs for community and family program participation, provide leadership and coordinating activities of agencies groups and individuals to meet identified needs studying and assess strengths and weaknesses of existing resources and staff maintain contact with representatives from community groups, other agencies or elected public officials and of community base organizations Public schools and private enterprise to exchange an update information in partnership agreements, and public services available.

Ability to present effective and persuasive speeches, and presentations on controversial/complex topics to 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. This is a professional position requiring professional dress. Travel will be required to other locations to complete essential duties.

"EQUAL OPPORTUNITY EMPLOYER"

Central Arkansas Development Council

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