



Position: Program Assistant - *Stay the Course*[™]

Reports to: Program Manager - *Stay the Course*[™]

Supervises: N/A

Department: East Region Community Services

FLSA Status: Full-Time/Non-Exempt

Position Summary:

(Stay the Course[™] is both a service program and a research project. Catholic Charities Fort Wayne-South Bend, Inc. (CCFWSB) is contractually obligated to Catholic Charities Fort Worth to implement Stay the Course[™] to fidelity.)

The *Stay the Course*[™] Program Assistant equips the *Stay the Course*[™] team with administrative support, data management, recruitment activities, and emergency financial assistance coordination.

Essential Duties/Responsibilities:

- Function as administrative support, equipping the team with the necessary tools, communication and scheduling to ensure high-quality service delivery.
- Support *Stay the Course*[™] program staff with recruitment activities to ensure enrollment targets for the program are met.
- Provide support to program staff and managers to ensure data is collected and entered in an accurate and timely fashion.
- Under the supervision of the Program Manager, coordinate all emergency financial assistance applications, including distribution of funds (according to agency policies and protocol), and financial reporting.
- Ensure data is clean and properly coded into organized data sets, to include codebooks/data dictionaries.
- Compile reports for various stakeholders, consisting of graphs, charts, and descriptive analysis.
- Create and monitor data audit reports and dashboards.
- Support program staff and managers in understanding data collection and entry protocols.
- Support data collection and entry project, compiling and cleaning data sets for analysis.
- Coordinate regularly with CCFW Replication Team to review reports and troubleshoot on data inconsistencies.
- Support team in collecting administrative and survey data and conducting focus groups, interviews, and other methods of qualitative data collection as necessary.
- Engage in continuous learning about the latest trends in research, poverty interventions, data analysis, and data visualizations.
- Work collaboratively with other teams with the agency, key partners, and stakeholders.



Minimum Job Requirements:

- Associates degree in business, human services or related field preferred.
- Two (2) years of administrative support of social service programs preferred.
- Proficient in MS Excel and Word.
- Knowledge of higher education programs and services, preferred.
- Excellent written and oral communication skills. Strong acceptance of the agency's identity and values; willingness to work for and represent a faith-based organization.

Conditions of Employment:

- Valid Driver's License with clean driving record.
- Reliable vehicle with personal vehicle liability insurance coverage of \$100,000 per person and \$300,000 per occurrence.
- Proficient in Internet, word processing, spreadsheet, and e-mail applications (prefer Microsoft Office).

Physical Requirements:

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirement needs to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

- Must have ability to reason and make judgments, to understand and follow oral instruction, to understand and follow written instruction, to guide and/or give instructions, and to make decisions in accordance with established procedures and policies.
- Strength: Must have ability to lift, push/pull, and hold/carry 50 lbs.

Prior to Hire Requirements:

Must be willing to submit to:

- Physical
- Drug and Mantoux screens
- Local and federal criminal background checks
- Child welfare registry screening

Post Hire Requirements:

- Random driving record checks
- Drug testing and/or criminal history and child welfare registry checks
- Comply with agency Mission, code of ethics, Catholic social teaching, and agency policies and procedures, including confidentiality
- Meet all legal, funding source, regulatory, and accreditation standards and requirements



Disclaimer:

- Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this description.
- Job descriptions in no way imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and duties required.
- Nothing in this job description restricts the agency's right to assign or reassign duties and responsibilities to this job at any time.

Employee's Signature

Date