**Job Description**

**Position Title: Community Service Block Grant Director**

**Responsible To: Executive Director**

**Position start date: July 1, 2024**

**Position Summary**

The Community Service Block Grant Program Director is responsible for overseeing, evaluation, promoting, and coordinating the programmatic activities funded under the Community Services Block Grant in accordance with the guidelines set forth from the Office of Economic Opportunity and Office of Community Services.

**Responsibilities and Duties**

* Participates in the planning and implementation of programs which are supported by the Community Service Block Grant.
* Accountable for regularly reviewing the Community Action Plan to determine strategies for success and design corrective measures to alleviate obstacles to achieve programmatic goals.
* Collaborates with the Executive Director and Finance Officer regarding submission of the CSBG Grant application, Community Needs Assessment, Annual and Organizational Standards reports.
* Regularly meets with the Finance Officer to review programmatic spending.
* Coordinates regular meetings with CSBG staff for training sessions needed to ascertain programmatic goals are achieved.
* Maintain liaison with private and public organizations to support the activities of CSBG programs.
* Promote awareness of agency programs and services including preparing and updating pamphlets, flyers, etc. as needed.
* Generate and submit required monthly, quarterly, and yearly reports.
* Screen applicants as necessary to determine eligibility and direct to appropriate program and/or services.
* Attending Board of Directors meetings.
* Performs other duties as delegated by the Executive Director.

**QUALIFICATIONS DESIRED**

1. A bachelor’s degree in social work, social science, or related field is desired.
2. Previous Community Action experience is preferred.
3. Essential to have twelve (12) months’ experience in social work or related field, experience including supervisory and administrative responsibilities.
4. Preferred experience with grants writing and management with non-profit organizations.
5. Knowledge and skills in the development, planning and implementation of programs.
6. Vital to possess excellent oral and written skills including the ability to interpret, gather, and compile data.
7. Ability to work cooperatively with all levels of employees, other organizations, and the public.
8. Possess knowledge and experience in applicable software programs.
9. Critical to follow policy and procedures.
10. Must be willing to obtain any necessary certification(s) to successfully perform position.

Salary range dependent upon experience and education - $50,000 - $60,000

Please send a cover letter and resume to Danielle Fields at dfields@alamanceservices.org no later than 5:00 p.m. Wednesday, May 8, 2024.