

Resource Specialist, Migration and Refugee Services
This position is grant funded through 12/31/17.

Summary

The Resource Specialist is responsible for the development of a system and the coordination of supplies, solicitation, and collection of donations for R&P and Match Grant clients. The goal of the Resource Specialist is to increase donations and enhance service delivery by making resources available to staff and to clients that meet Match Grant requirements.

Job Responsibilities

- Assess current matching level and develop a plan to increase it to 50 percent.
- Develop a system to systematize, track, and report cash and in-kind donations that fulfill the requirements of the Match Grant.
- Identify additional types of donations that are not included in R&P that can be distributed to Match Grant clients.
- Work with the Resource Coordinator to identify and monitor donations and the storage of items to maximize resource collection for Match Grant clients.
- Recruit, match, train, and place Match Grant volunteers.
- Assist with Samaritan data entry related to Match Grant volunteers.

Requirements

- Excellent communication skills, speaking and writing; able to work well with agency staff and externally with parishes, churches, and donors.
- Proactive team member.
- Basic IT skills for recordkeeping and report writing.
- Maintain confidentiality.

Documentation and Reporting

- Report to Associate Director of Resettlement for supervision and submission of statistics and required data.
- Track and document cash and in-kind donations; provide weekly updates.
- Complete Match Grant documentation to include case notes and in-kind and cash donations for case file.
- Contribute to required reports for Catholic Charities and all funders.
- Maintain donor database and records of correspondence.

Requirements

- Bachelor's degree
- 2 years relevant work experience
- Must be able to communicate effectively in writing and verbally both internally, and to clients and external agencies.
- Proactive player and create a cooperative and positive relationship with clients.
- Able to work independently when needed and seek guidance from supervisor as needed.
- Proficient in Microsoft Word and Office products.

To apply: Send resume and cover letter to jobs@ccda.net. No phone calls. EOE.