



Employment Opportunities/ Job Openings

Program Coordinator- Refugee Resettlement Services

Catholic Charities Atlanta is seeking a **Program Coordinator** to work with our Refugee Services Team. Experience with compliance management, finance management, program evaluation, and working with multicultural populations preferred. Ability to operate in a fast paced environment with multiple priorities. Bachelor's degree in relevant field and minimum of two years of experience. Ability to communicate effectively verbally and in writing. Highly proficient in power point, excel and word.

Specific Responsibilities:

1. Responsible for working directly with all Program Managers alongside the Program Director to ensure compliance with grant guidelines within the Refugee Services (RS) Program. Responsible for assisting the Program Director with renewal and new grant applications including conducting research needed.
2. Responsible for managing and dispersing direct assistance (DA) requests for the Emergency, Food, and Shelter Program as well as other DA programs as assigned.
3. Responsible to facilitate and ensure completion of RS Case File Record Review (CFRR).
4. Responsible for maintaining staff credit card logs and ensuring timely submission of monthly credit card expense reports.
5. Responsible for creating and updating the training schedule for RS staff.
6. Supporting RS staff with phone and technology issues by maintaining telecommunication system and being the liaison with the Operations Manager to report/resolve technology and printer issues. Ordering of supplies for the RS group and maintaining asset records.
7. Assisting the Program Managers and the Director in their effort to achieve on-time and accurate TLO input by staff.
8. Responsible for monitoring the RS general email and voicemail inboxes and responding to inquiries according.

9. Responsible for collecting and supporting client stories and newsletters.
10. Performing project work and other duties as needed by the Director of Refugee Services.
11. Responsible for meeting with immediate supervisor on a regular basis and actively using supervision to strengthen skills and grow as a professional. Responsible for meeting individual benchmarks and other performance measures. Addresses areas of concern in a timely and productive manner. Remains open to feedback from team members and supervisors.

Interested candidates please submit a detailed cover letter and resume to:

ccaemployment@cctlanta.org