

Job Title	Program Specialist
Reports To	Community Services Manager
Supervise	n/a
Status	Regular, Full-Time, Non-Exempt

Job Summary:

Strengthen and expand organization's capacity to meet agency's mission, "to partner with organizations, families, and individuals to provide services and empowerment opportunities for those with limited means to improve their quality of life." Involved with corporate planning process, providing leadership and staffing to collaboration initiatives. Identifying, organizing, and implementing community initiatives and other new programs. Reporting on program/project results, and developing funding for agency programs and projects.

Duties and Responsibilities

1. Key member of ROMA Core Group. Reports outcomes from program efforts on a regular, scheduled basis. Trained in Results-Oriented Management Accountability (ROMA) requirements. Participates in the Arkansas' CSBG ROMA workgroup. Understands how to identify service-driven outcomes, how to validate and analyze data, assess results, write reports, and report potential problems and solution strategies.
2. Develops programs/projects that promote OOI Mission by identifying initiatives that are aligned with OOI Mission, strategic direction and Needs Assessment. Gains stakeholder support of initiatives among appropriate networks, collaboratives, and institutions. Designs and facilitates work plans.
3. Assists with agency-wide planning for OOI strategic direction. Anticipates and communicates trends. Conducts and documents agency-wide Needs Assessment. Presents information to relevant OOI management and policy groups. Works with Community Services Director & Manager, CEO, and Strategic Planning Team to maintain an updated Strategic Plan. Designs program strategies in conjunction with appropriate managers.
4. Completes Community Engagement projects by assuming point person or support role for projects. Coordinates activities with Community Services staff and other appropriate agency staff and community partners to attain support needed for project completion.
5. Maintains and shares professional and technical knowledge by participating in educational workshops, taskforces and professional associations.
6. Builds and strengthens corporate reputation by conveying a positive posture of OOI and its programs. Maintains positive internal and external working relationships. And garners support for OOI, demonstrating ethical behavior and being customer-focused.
7. **Maintain and appropriately secure files and records. Protect and ensure confidentiality at all times.**

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- 8. Contributes to corporate and work team effort by accomplishing related results as needed, i.e. Performs other duties as assigned.

Qualifications

Post-secondary Associates or advanced degree in public administration, social services or related field, or demonstration of equivalent experience. Experience in program development and administration of social service programs is preferred.

Self-Starter, computer skills (i.e. word processing, database programs and software trouble-shooting), time management, problem-solving, team-building, negotiating, managing multiple projects and tasks simultaneously, and organization skills a must.

Demonstrated knowledge of community and economic development concepts, management principles and methods, project development and implementation, budgeting, grant-writing, research methodologies and applications preferred. Must be able to communicate effectively orally and in writing, compose technical reports, grant applications and correspondence, and speak effectively in public.

Must demonstrate an ability to conduct training sessions. Experience working with low income families beneficial. Multi-task, work non-traditional hours as needed, out of area travel for training and meetings, frequent inter-departmental collaboration. Skilled knowledge in use of Microsoft Office required. Must have a valid driver's license, frequent driving within the 6 county service area, & occasional driving to out-of-area functions and out of town trips overnight.

Must apply for and pass a criminal records check through the Identification Bureau of the Arkansas State Police. Must complete and pass a Child Maltreatment Central Registry Check. Occasional lifting (able to lift up to 50 lbs.) and moving of general office equipment, furniture and project materials, long periods of sitting and reading and keyboarding, frequent driving within the 6 county service area, occasional driving to out-of-area functions.