

Job Overview

The Program Specialist is responsible for the administration, supervision, program development, implementation, and assessment of a specific program of Fighting Back Santa Maria. The Program Specialist ensures compliance with contractual obligations and Fighting Back organization values.

Essential Duties & Responsibilities

- Plans, coordinates, implements, and assesses program services.
- Provides support to improve the educational outcomes for students.
- Monitors students attendance, grades, and progress.
- Assess students educational needs and makes appropriate intervention plan.
- Refers students to resources, educational and/or extra-curricular programs.
- Connect students to in-school and/or community resources, including after school programs, leadership/youth development activities, violence prevention/education, substance abuse prevention, school organizations, etc.
- Meets with students individually weekly
- Collaborates with school staff and administrators.
- Attends student/school meetings.
- Conducts home visits as necessary.
- Coordinates and facilitates parent education programs.
- Maintains records and tracking information for program-related activities and services.
- Manages program-related data and submits timely reports.
- Represents program at community and staff meetings.
- Assists in coordination of fundraising events.
- Upholds a professional image of the Fighting Back Santa Maria Valley Coalition.

Other Duties and Responsibilities

- Provides support to other FBSMV programs as needed.
- Receives client referrals and make contacts.
- Other duties as assigned by the Executive Director.

Knowledge, Skills, Talents, & Abilities

- **Organization** -- Must have ability to develop specific goals and to organize work and prioritize tasks in order to accomplish goals. Must maintain flexibility and responsiveness to donor and service recipient, and organizational needs and demonstrate attention to detail and follow-through. Must possess excellent time management and organization skills.
- **Communication** -- Effective verbal and written communication skills. Must be able to effectively present information in one-on-one and small group situations to donors, participators, and other employees of the organization. Strong interpersonal skills required.
- **Personable**- Friendly, kind, encouraging, and works well with others.

- **Customer Service** -- Must demonstrate and project an excellent customer service manner toward internal and external clients. This includes customer and client needs assessment, meeting quality standards for services, and evaluation of customer and client satisfaction.
- **Technology** -- Requires a basic understanding of technology utilized by the Organization. Proficiency in computers, including MS Office software. Proficient in Microsoft Word, Publisher, and Excel.
- **Coordination** -- Must be able to quickly gain an understanding of the relationship of all organization positions to each other, and their impact on meeting organization goals. Ability to work with others in a fast-paced, deadline oriented environment, functioning as a team member.
- **Initiative** -- Must demonstrate initiative and take proactive approach toward duties and organization as a whole.
- **Trustworthiness** -- Ability to maintain high level of confidentiality.
- **Problem Solving** -- Ability to deal with problems involving a few concrete variables in standardized situations.
- **Flexibility** -- Must be able and willing to work some nights and weekends.
- **Other** -- Must possess a valid California Drivers License, insurance, and reliable vehicle to do agency errands as needed.

Education and/or Experience

- Bachelor's degree or higher in Child, Family, and School Social work or equivalent.
- Experience working with youth.
- Experience in non-profit organizations a plus.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.

The employee frequently is required to stand, walk, climb and descend stairs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This employee must also be able to lift and carry up to 15 pounds for short distances.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office and clinical environment; the noise level in the work environment varies from moderate to loud. Temperature is kept at a comfortable level.

Compensation

\$20 - \$24 per hour depending on experience. 40 hours a week, full time position \$41,600 - \$49,920 per year. Health insurance is available after 30 days probationary period.

Fighting Back Santa Maria Valley is an at-will, equal opportunity employer.

It is our policy to make all personnel decisions without discriminating on the basis of race, color, creed, religion, sex, physical disability, mental disability, age, marital status, sexual orientation, citizenship status, national or ethnic origin, and any other protected status in accordance with federal and state law.