

## Job Announcement

Position at Four Square Community Action, Inc. located in Andrews, NC  
Position Title: Community Service Programs Director/WAP

The Community Service Programs Director is funded by the Community Services Block Grant (CSBG) program. The Director position is responsible for daily operations and oversight of Community Services Programs in Cherokee, Clay, Graham and Swain counties. Programs and services include but are not limited to CSBG programs and to oversee the intake services of this agency. The Director will oversee operational compliance of government (federal, state, and local) contracts and private grants associated w/ program service delivery. The applicant must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace while managing program staff and volunteers.

Competencies:

- Proficient communication skills; oral and written
- Demonstrates leadership and ability to work independently
- Demonstrates excellent organizational skills and attention to detail
- Proficient computer skills and in-depth knowledge of relevant software and general database management systems.
- Excellent time management skills
- Ability to work with and supervise staff and volunteers
- Knowledge and understanding of issues related to individuals and families in poverty
- Specific knowledge and background in utilities/crisis assistance, energy efficiency, weatherization, and housing preferred
- Grant writing skills preferred

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. The employee is regularly required to talk and/or hear. The employee is required to stand, walk, use hands and reach with hands and arms. The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 25 pounds.

This is a full-time position. Days and hours of work are Monday-Friday, 8:00am - 4:30pm. Evening and weekend work may be required as job duties demand. Starting salary range: \$31,200 - \$37,440

Travel: Travel is primarily local during the business day, although some out-of-area and overnight travel is expected at times.

Interested applicants can apply at the Four Square office in Andrews, visit our website at [www.foursquarecommunityactioninc.com](http://www.foursquarecommunityactioninc.com), or contact the Employment Security Commission in Murphy NC. Closing date is Thursday July 16, 2020 by 5:00pm.