

Posting Notice Immediate

Program/Ministry Coordinator (Woonsocket)

Part Time worker needed to coordinate programs and ministries for Catholic Social Services of RI, at multiple sites throughout the Diocese of Providence.

Duties include:

- To assist in the development of programs/services/ministries for Catholic Social Services of RI.
- To implement programs/services/ministries at a variety of locations throughout Rhode Island, to assist those in need.
- Responsible for the day to day operations of a one person office, providing information, referral and direct assistance to community members in need. Duties include both phone and in person intake, determination of eligibility for benefits, authorization for some direct services.
- Input of program and client data into an automated, web based system.
- Generating of reports as required.
- Presentations on services/benefits for groups, organizations and faith based congregations.
- Excellent communication skills needed, oral and written.
- Excellent people skills required.
- Bi lingual English/Spanish required.

Regular Work Schedule 16 hours per week
Flexibility is required.
Some regularly scheduled weekend/evening hours.

Submit Resume No later than June 1, 2017
To: Kathy McKeon
Supervisor, Catholic Social Services of RI
One Cathedral Square
Providence, RI 02903
kmckeon@dioceseofprovidence.org
401 278-2506