



JOB TITLE Program Manager

PROGRAM Centralized Transportation Program

JOB SUMMARY

The Program Manager (PM) will be responsible for the start up of the program, managing the program outputs/outcomes and staff, and the overall direction of the program. The PM will coordinate an efficient transportation program that meets Catholic Charities' current client needs for short-term transportation to work, medical appointments, and public benefits locations among other pre-defined/pre-approved transportation needs.

REQUIREMENTS

- Developing program operating policies and procedures.
- Implementing, maintaining, monitoring, and evaluating program activities.
- Hiring, training, and supervising program staff.
- Preparation of reports and other required paperwork.
- Assisting the Director of Community Services in long range planning and resource development, including grant writing.
- Establishing linkages and developing positive relationships with relevant churches, businesses, agencies and social service providers in the community.
- Researching and analyzing data pertaining to CC clients' transportation needs.
- Monitoring program expenditures to ensure accountability and operation within budget constraints.
- Facilitating and/or conducting outreach activities including development and distribution of program information materials, and community presentations.
- Coordinating logistics of, scheduling of, & dispatching of transportation

QUALIFICATIONS

- BA in Business or related field.
- Master's Degree in Business or related field preferred.
- Two years of experience in management or a combination of education and experience.

WORK HOURS AND LOCATION

Regular office hours are Monday through Friday 8:00 a.m. to 5:00 p.m. The work location is at the Catholic Charities office at 249 West Thornhill Drive in Fort Worth, Texas 76115.

TO APPLY

Interested persons should fax or email a cover letter, resume, & salary requirements to: Catholic Charities, Diocese of Fort Worth, Inc.

Attn: Human Resources

249 West Thornhill Drive

Fort Worth, TX 76115

Fax: (817) 535-8779

Email: ccresume@ccdofw.org

Due to the volume of responses, only qualified parties will be contacted.
No phones call, please.

Date Posted: January 9, 2012

Remove Posting: Until filled