**Assistant Director**

(Migration and Refugee Services)

**EEO Category**

2 - Professionals

**Openings**

1 (**Visible**) ***(0 Hired, 1 Remaining)***

**Reports To**

MRS Director (**Visible**)

**Interviewing Managers**

Vetta Johnson

**Overview**

Catholic Charities of Louisville is an apostolate of the [Archdiocese of Louisville](https://www.archlou.org/) and member of [Catholic Charities USA](https://catholiccharitiesusa.org/). We provide service for people in need, advocate for justice in social structures, and call the entire Church and other people of good will to do the same.

Catholic Charities of Louisville is the social-service arm of the [**Archdiocese of Louisville.**](https://www.archlou.org/) We provide help and create hope for the poor and vulnerable through a wide range of programs, assisting clients of all races, backgrounds and beliefs. Our service area includes 24 counties throughout Central Kentucky.

Catholic Charities of Louisville was established in 1939 and incorporated as a 501(c)(3) human service organization in 1993. It is one of over 160 [**Catholic Charities USA**](https://catholiccharitiesusa.org/) social service agencies in the United States.

Catholic Charities of Louisville has established three core values to represent us as an organization and are a gauge for how we work with each other as well as our clients and partners. They are Welcome, Strengthen and Empower.

**Job Description**

**FULL TIME EXEMPT POSITION SALARY RANGE OF $43K-46K**

**GENERAL SUMMARY:**

The Assistant Director is a staff member of the Migration and Refugee Services Department, a department of Catholic Charities of Louisville, Inc. The position reports directly to the Director of Migration and Refugee Services. The Assistant Director is expected to be familiar with all operations of MRS including grants and protocols in order to write programmatic reports, monitor compliance of the department within the guidelines of funding sources, and support general programmatic operations.

**ESSENTIAL DUTIES AND TASKS:**

1. In collaboration with direct service staff, prepare and submit all programmatic reports.  Specifically KOR reports, quarterly USCCB reports, in addition to reports from other funding sources.  For smaller programmatic reports, the Assistant Director archives and edits prior to submission to Director for final approval.
2. Develops and maintains MRS protocols and procedures consistent with Catholic Charities policies and grants guidelines.  Such required documents will include training plans, service plans, etc.
3. Conducts regular audits of physical and electronic client case files to ensure compliance according to funding sources.  Reports findings regularly to MRS Director as well as relevant case staff.
4. Responsible for ensuring file integrity, file composition, and archiving of filing, and training staff regarding filing and document protocols.
5. Represents MRS in planning of and/or attendance at community events as assigned by MRS Director
6. Signatory in absentia for director for monthly financial reports, initial budget requests, match grant direct assistance requests, purchase order requests, and credit card reconciliation.
7. Assist staff to formalize Standard Operating Procedures for MRS staff positions
8. Supervises Receptionist
9. Supervises Safe Release Services Program staff
10. Coordinates and leads Safe Release Services programming
11. Responsible for recruiting staff to filling in for receptionist when receptionist is absent
12. Works closely with Development Department on behalf of MRS.
13. Other related tasks as assigned by Director

**WORKING CONDITIONS:**

This work is performed in an office setting with moderate noise due to computers, printers, and people moving about.

**EFFORT:**

* Ability to accurately examine and analyze information
* Ability to sit, stand, walk, and sit for extended periods of time
* Ability to walk up and down stairs
* Specific vision abilities include close and distant vision
* Ability to communicate effectively verbally and in writing
* Ability to work under pressure

**MACHINES, TOOLS, EQUIPMENT:**

Computer, Printer, Calculator, Copy Machine, Fax Machine, Telephone Systems, Scanner and Shredder

**EDUCATION AND EXPERIENCE:**

Bachelor’s degree is required.

Preferred to have a minimum of three years’ experience in managing federal or state funded programs.

Reasonable accommodations may be made to those who are able to perform the essential duties of the job.

**SPECIALIZED SKILLS AND KNOWLEDGE**:

* Must be able to communicate verbally and in writing in an effective manner
* Must be people oriented and relate to varied ethnic populations
* Must be able to multi-task and be detail-oriented
* Must have proficient PC skills including Microsoft Word and Outlook
* Must be able to maintain the confidentiality of any information she/he encounters.

**Screening Requirements**

Criminal Background Check

**Benefits**

Medical Insurance, Life Insurance, Dental Insurance, Vision Insurance, Paid Vacation, Paid Sick Days, Paid Holidays, Short Term Disability, Long Term Disability, 401K/403b Plan

**Profile Type**

All Positions

**Candidate Cover Letter Required**

Yes

**Online Resume Builder Active**

Yes

Job Specific Questions edit help

* Are detail oriented and able to multi-task
* Are you able to maintain the confidentiality of information encountered
* Are you comfortable working with people from various ethnic backgrounds and cultures?
* Do you have a minimum of 3 years' in managing federal and/or state funded program experience
* Are you proficient in Microsoft Office: Outlook, Word, Excel, and with databases
* Do you have a Bachelors degree?

Requirements edit help

**Certification Required**

No

**Required Education**

BA or BS

Details edit help

**Compensation Option**

Salaried

**Minimum Salary**

$43,000.00

**Maximum Salary**

$46,000.00

**Minimum Bonus**

$0.00

**Maximum Bonus**

$0.00

**Average Hours Per Week**

35

**Eligible for Overtime**

No

**Eligible for Shift Differential**

No

**Relocation**

Is not required (**Not Visible**)

**Travel**

Is not required (**Not Visible**)

**Geographic Location**

Louisville

Kentucky

40212

United States of America

**Job Contact Information**

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Shifts / Categories edit help

**Work Schedule**

1st Shift (**Visible**)

**Position Type**

Full-Time

**Job Categories**

Administrative/Clerical, Community/Social Services, Non-Profit