



Administrative Office  
987 Airway Court  
Santa Rosa, CA 95403  
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Catholic Charities of the Diocese of Santa Rosa, a non-profit and the largest human services provider in the North Bay, serves the most vulnerable regardless of their religious, social, or economic background. We challenge poverty, counsel immigrants, and care for our seniors by supporting the dignity and independence of all we serve. We support, educate, create opportunities, ensure the well-being of our staff, and engage community leaders in the betterment of those most in need.

## **JOB ANNOUNCEMENT: Program Support Staff- Reception**

### **Position Summary**

This Program Support I, II and III reports to a Program Manager or Administrative Manager, views the program or department deliverables, then, provides and arranges supportive services which systematically move components of these deliverables to achieve overall accountability and completion. Catholic Charities of the Diocese of Santa Rosa continues to expand as an agency and provides a wide range of services to many clients throughout the agency. Different programs provide varying service support deliverables in order to meet program goals, agency plans, and grant deliverables. This Program Support position provides administrative, data support, analytical, and facilities support in order to help programs function and meet the needs of the clients we serve.

This Program Support Staff position provides Front Desk reception support to programs in the Airway Court location which include administration, the Resource Center, Immigration and the Shaw Center. This position supports the learning and guidance of 5 to 7 community volunteers; facilitating the maintenance and organization of resources, referrals and information to clients and related staff, understanding of partnerships and available client resources, and coordinating the distribution of queries (phone, email & online) to relevant agency departments. This Program Support Staff may provide initial triage to outside vendors arriving for facilities and maintenance service calls. This position is full-time, non-exempt with a starting salary of \$15 to \$20, Levels I, II & III. **Bilingual candidates highly preferred.**

### **PERKS**

10 Vacation days per year  
13 Holidays per year  
Very Affordable Health, Vision and Dental Insurance  
Referral Bonus for employees  
403b Plan with 5.5% contribution  
Team Spirit and Supportive Work Environment  
Great Organizational Mission

Visit our website at [www.srcharities.org/about/careers](http://www.srcharities.org/about/careers) for additional information about this position and other exciting opportunities at Catholic Charities

An application can be found at [www.srcharities.org/about/careers](http://www.srcharities.org/about/careers)

We look forward to receiving your completed application resume and cover letter.

Program Support Staff I, II & III 1118 JOB ANNOUNCEMENT E