



Administrative Office  
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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 I, II & III - Immigration**

### **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 position supports the generation of reports, electronic filings, appointment scheduling, processing of clerical duties and assisting staff primarily in the Immigration department. The position is non-exempt, part-time with a rate of pay of \$15 to \$20 (Levels I, II & III).

### **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.