



**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: Community Stability Program Manager**

### **Position Summary**

The Community Stability Program Manager position offers an exciting opportunity to serve the community with needed and impactful programs that help clients facing socio economic challenges to transition their lives. This position, located within Catholic Charities' Community and Parish Connections (CPC) department, supports equity building, financial stability programs with an evidence based focus on serving the community. Working closely with other department program managers and staff across the agency, this position will implement and integrate into other programs our asset building activities and opportunities to support a mission of serving the common good through meeting basic needs while building community health and long term physical, emotional and financial wellness in children, adults, and their families.

This Community Stability Program Manager will work with the Assistant Director and Senior Director of Operations to supervise Catholic Charities' Financial Services staff programs through multiple grants and community partnership onsite at our Family Resource Center, through the community Disaster Recovery Collaborations, and throughout the community. This position, one of three program manager positions who work as a team, is a core component of the department, ensuring that staff have the supports they need to complete the work and that leadership has the information they need to provide it. Catholic Charities' Program Managers provide administration for agency programs, including budget management, grant application and compliance, employee hiring, supervision and retention, coordinating training and facilitating integration with other programs across the agency.

Supervision of staff and activities could include travel throughout six Northern California counties, and, primarily based in Sonoma County with day trips to Napa, Mendocino, and Lake Counties.

Supervises 3-5 employees, 20+ volunteers, Exempt status, \$45,760 to \$52,000 annually.

**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.