# Position Identification

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| Current Position Title: | Special Projects Coordinator and Assistant to the Director of Community Initiatives |
| Department/Division: | Drop In Center |
| Work Location: | 305 E Street NW Washington, DC 20001 |
| Supervisor’s Title | Director of Community Initiatives |
| Wage | $40,000-45,000 |
| Work Status: | Full-time, Monday-Friday 9:00 am – 5:00 pm, Hybrid schedule based on supervisor’s approval |

# Summary Statement

The Special Projects Coordinator and Assistant position is responsible for assisting all programs overseen by the Director of Community Initiatives. All programs (8) include the (1) Kiosk Initiative, (2) Parenting Program, (3) Development and Fundraising, (4) Partnerships, (5) Volunteer Program, (6) Emergency Services/Drop In Center, (7) University Partnership, and (8) Virtual Services. This position will frequently be the first point of contact for volunteers, donors, partners, and future partners; this position is an important face of the company and helps maintain our relationships.

**B. Essential Duties and Responsibilities**

In performing the duties and responsibilities of this position, the Coordinator/Assistant will demonstrate adherence to CFLS’ core values through performing the duties and responsibilities of this position. The Assistant will demonstrate adherence to CFLS’ core values through:

* **Acknowledging the dignity of the whole person**
* **Meeting people where they are**
* **Focusing on family stability and wellness**
* **Ensuring clients’ well-being and growth**

| **Responsibility** |
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| 1. Manages and oversees the special projects under the direction of the Director |
| 1. Act as the point of contact among employees, clients, and other external partners for Director of Community Initiatives |
| 1. Screen and direct phone calls and distribute correspondence |
| 1. Assists with Director’s calendar and meeting set up |
| 1. Takes minutes during meetings |
| 1. Format information for internal and external communication – memos, emails, presentations, reports |
| 1. Assist will all Development and Fundraising Events |
| 1. Respond to case manager requests |
| 1. Assist with Salsa and Apricot input |
| 1. Other tasks as requested. |

**C**. **Nature of Work**

Tasks call for well-rounded skill set, excellent customer service skills, and diplomacy.

**D. Collaboration and Interaction**

Communication and interaction with various groups: staff, clients, partners, and donors.

**E. Leadership Responsibilities and Reporting Relationships**

Has **no** authority or responsibility for the supervision of staff; acts as liaison.

**F. Oversight and Direction**

Receives direction working from established policies and objectives.

**G. Minimum Requirements**

High School Diploma degree and 3+ years related experience or equivalent combination of education and experience; outstanding organizational and time management skills; excellent verbal and written communications skills; exhibits diplomacy, discretion, and confidentiality; passion for project management; proficient in MS Office/tech knowledge of Zoom, Teams, OneDrive, etc.

**F. Physical Requirements**

| **Physical Demand** | **Activities** |
| --- | --- |
| Stand or Sit | Able to stay in stationary position |
| Walk | Able to move, traverse around physically |
| Use Hands/Fingers to Handle or Feel | Operate, activate, use, prepare, inspect, place, detect, position |
| Climb (stairs/ladders) or Balance | Ascend/descend, work atop, traverse |
| Stoop, Kneel, Crouch, or Crawl | Position self (to), move |
| Talk/Hear | Communicate, detect, converse with, discern, convey, express oneself, exchange information |
| See | Detect, determine, perceive, identify, recognize, judge, observe, inspect, estimate, assess |
| Carry Weight, Lift | Move, transport, position, put, install, remove |
| Exposure to Work | Exposed, work around |

Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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