

EMPLOYMENT OPPORTUNITY

COMMUNITY RESOURCE COORDINATOR

(Full-Time At-Will with Benefits Position)

This position is funded through the American Recovery and Reinvestment Act

THE SALARY: \$18.83 hourly, \$3,264 monthly, \$39,166 annually

THE BENEFITS: The Community Action Partnership of San Bernardino County (CAPSBC) a private, non-profit public benefit corporation offers a range of benefit programs for employees and their eligible dependents. This includes medical and dental plans which are 100% employer paid for employees; group life insurance coverage which is employer paid and provides an insurance benefit of two (2) times the annual salary up to \$200,000 plus AD&D coverage, voluntary supplemental life insurance coverage for interested employees; vision contact lens benefits every two (2) years subject to required employee co-pays, vacation is earned at a rate of 20 days per year (6.15 hours per pay period) for full-time employees and is available for use upon completion of a six month evaluative period; fourteen (14) paid holidays; sick leave is earned at a rate of 3.69 hours per pay period for full-time employees; 403b retirement program which CAPSBC contributes 6% of employee's gross salary and employees may contribute up to the specified Internal Revenue Service requirements; Social Security is paid by CAPSBC for employees, as well as Medicare.

STANDARD WORK

SCHEDULE AND HOURS: Position is assigned to the standard (8:00AM-5:00PM, Monday to Friday) work schedule.

THE POSITION: Community Action Partnership of San Bernardino County (CAPSBC) is currently seeking a qualified and highly motivated individual to develop strategies for receiving food and fund donations. The incumbent will prepare grant applications and will develop promotional materials to assist the Food Bank's food and fund raising activities.

EXAMPLES OF DUTIES: Under supervision, the essential functions of this position are to: Prepare grant applications and proposals to seek fund and food donations; plan and conduct food and fund drives with public, private and non-profit agencies; serve as the primary liaison between donors and potential donors and the Food Bank; cultivate partnerships with food manufacturers, super markets, and farmers to increase food resources; develop partnerships/committees to assist with food drives/solicitations; establish a virtual food drive program; develop Food Bank promotional materials; provide timely acknowledgement and thank you letters to agencies and individuals who assist in Food Bank's food and fund solicitations; establish contacts with newspapers, radio stations and other media that can promote Food Bank resource activities; maintain data on incoming donations of food and funds and prepare computerized data; perform other related duties as required.

MINIMUM QUALIFICATIONS: Education / Experience: Education: Thirty (30) semester (45 quarter) units of completed college coursework in behavioral science, public/business administration, social science, education or a closely related field, half of which must be upper division. A list of coursework or college transcript must be submitted with application. Experience: Minimum of two years of grant writing, fund raising and/or food solicitation. Knowledge/Abilities: Good knowledge of: principles of grantsmanship; effective communication and public and community relations techniques; outreach techniques; correct English

usage, grammar and spelling, vocabulary and punctuation; program monitoring and evaluation techniques. **Ability to:** Learn, interpret and apply departmental policies, laws and rules with particular reference to the activities of the Community Action Partnership of San Bernardino County; understand and follow directions, both oral and written; carry out administrative duties independently; prepare/maintain records and reports; maintain confidentiality of sensitive and controversial matters; speak effectively before large groups of people; operate agency and personal vehicles for business purpose in compliance with applicable laws and safety rules; perform above average mathematical computations. **Skills:** Proficiently operate a variety of software applications (i.e. Microsoft Office, Word, Excel, Email PowerPoint). In addition, must be able to proficiently use the Internet to conduct business related research and perform other duties as required.

SPECIAL REQUIREMENTS: Applicants must possess/maintain a valid California Driver License, be insurable and have/maintain a good driving record throughout the course of employment. In addition, applicants must have access to a dependable vehicle and maintain state mandated personal automobile insurance coverage throughout course of employment. Applicants must submit a copy of their Department of Motor Vehicles (DMV) Driving Report (dated within previous 90 calendar days), and proof of current personal automobile insurance with completed application. Employees receive reimbursement per mile for use of his/her personal vehicle for business purposes (excluding driving from home and to work) based on the approved IRS mileage rate.

SELECTION PROCESS: Following an administrative review of each application, only the most qualified applicants will be invited to an oral interview. After the hiring interviews have been completed, a background check (including verification of criminal records, education, employment and social security) will be conducted on the candidate(s) being considered for employment. Once the background check(s) have been completed and reviewed, a conditional offer of employment will be made to the recommended applicant for hire. The conditional offer is contingent on the applicant passing a pre-employment physical examination only to include urine drug testing and TB screening. The recommended applicant shall submit original documentation to establish both work authorization and identity (per the Immigration Reform and Control Act of 1986). An offer of conditional employment will be withdrawn upon failure to pass the physical examination. As a condition of employment, the recommended applicant must be able to participate in the agency's payroll direct deposit program or the offer of conditional employment will be withdrawn. In order to participate in the program, the recommended applicant must currently have / or be able to obtain (prior to hire date) a checking or savings account.

APPLICATION: Submit a completed CAPSBC Application form to the Operations Division, 696 S. Tippecanoe Avenue, San Bernardino, CA 92415-0610. Applications must be typed and not hand written. Applicants can go to the CAPSBC website to complete an application on line, print it and submit the completed application to the Operations Division. No hand written applications will be accepted for employment opportunities. If you change your address or phone number after filing an application, please notify CAPSBC Operations Division immediately. Resumes will **not** be accepted as a substitute for completion of the work history portion of the application. The information you provide will be used to verify and evaluate you qualifications. Failure to fully complete the application and/or provide information on it that clearly demonstrates possession of the position requirements will result in no further consideration.

CAPSBC is an EQUAL OPPORTUNITY/ADA COMPLIANT EMPLOYER. For further information regarding this position, please contact the Operations Division at (909) 723-1531.

CLOSING DATE: Continuous – until a sufficient pool of qualified applicants are identified or until the position is Filled, then the recruitment will be closed.

PUBLICATION DATE: 12/21/09

Community Action Partnership of San Bernardino County (CAPSBC)

Employment Information

Employment Procedures

CAPSBC job opening announcements are displayed in program/division offices and sent to various employment and community organizations. Advertisements are also placed in the San Bernardino Sun and other newspapers and the CAPSBC website. **Applications are accepted on a continuous filing basis until the position is filled.** Persons desiring to compete for a position must file an application. It is to the advantage of the applicant to ensure that each question on the application is completed fully. Resumes may be attached; however, **all education, experience, and background related to the position applied for must be written on the application** rather than simply stating “see resume.”

Each application undergoes a comprehensive evaluation of education, experience, and related background. CAPSBC reserves the right to rate applicants based on a review of the application materials and to invite the most qualified applicants to participate in successive parts of the selection process. CAPSBC conducts interviews with the finalists, and the appointing authority makes the final selection. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. “At-Will” employment can be terminated at any time with or without cause by the agency or employee.

For current employment openings and information, call the CAPSBC Operations Division at (909) 723-1531, 7:30 a.m. -5:30 p.m., Monday to Thursday, Friday 8:00 a.m.- 5:00 p.m., excluding holidays, or go to: www.capsbc.org

Pay and Benefits

A salary range, designed to keep CAPSBC very competitive, exists for each position. Appointments are made within the hiring range (with most employees starting at the beginning of the range) and include a six-month evaluative period.