

Community & Children's Resource Board of St. Charles County

Job Description

Job Title: Program Officer
FLSA Status: Full-time/Exempt
Reports To: Executive Director
Location: CCRB; on-site
Schedule: Primarily weekdays; occasional evening/weekend responsibilities
Salary Range: \$65,000 – 70,000

Position Summary: The Program Officer manages a portfolio of Community & Children's Resource Board of St. Charles County (CCRB) Partner Agencies including relationships, communication, funding applications, contract compliance, and reporting. The Program Officer also assesses all Partner Agency outcome data and community impact and provides logistical support to the St. Charles County System of Care.

How you will help CCRB achieve our mission: This position helps ensure tax-payer trust in the CCRB by maintaining high levels of accountability and fiscal responsibility with how tax dollars are spent and demonstrating the impact of CCRB's community investments.

What you will do:

- The Program Officer carries out the following responsibilities with a portfolio of Partner Agencies:
 - Partner Agency Relationships – Develop and maintain a relationship with agency partners.
 - Partner Agency Support – Provide support to Partner Agencies, including but not limited to technical assistance and functional support.
 - Reimbursement Review – Review, approve, and troubleshoot reimbursement requests from Partner Agencies monthly.
 - Compliance/Outcomes – Through both desk reviews and site audits, ensure Partner Agencies are providing services and utilizing funds per their contracts with the CCRB.
- Outcome Assessment – Annually collect, analyze, and report out to CCRB staff, Board, and the broader community Partner Agency outcome data and impact on the community. As part of this, identify funded program strengths and opportunities for improvement.
- Due Diligence – Review funding proposals against state statute as well as CCRB criteria and desired outcomes to make funding recommendations to the CCRB Board of Directors.
- Reporting – Provide various reports as requested by the CCRB leadership and/or the Board of Directors, and consistent with the other duties outlined herein.
- Support System of Care – Provide logistical support to the St. Charles County System of Care.
- Community Engagement - Represent the CCRB in the community to inform, educate, and familiarize residents with services available through Partner Agencies, and stay informed of community assets and areas of need.
- Special Projects – Complete special projects as assigned.

What you need to bring to us:

- Passion for CCRB's vision and mission
- Servant leader orientation
- Bachelor's degree in social work, Counseling, Public Administration, or related field; Master's degree preferred
- Minimum of three years' experience in children's mental health, children's substance use, child welfare, and/or children's services

- Experience in developing/managing program evaluation processes, including logic models
- Experience in program budget development preferred
- Experience in and knowledge of the nonprofit sector, particularly in St. Charles County, MO, preferred
- Outstanding written, verbal, presentation, and interpersonal skills
- Superior analytical skills
- Proven track record of exhibiting sound judgment with the highest ethical standards
- Demonstrated experience in maintaining effective relationships with community stakeholders
- Well-organized, self-disciplined, and decisive with an ability to balance the “big picture, long-term view” with a hands-on, day to day focus
- Ability to multi-task, meet deadlines with accuracy, and display attention to detail

What CCRB offers you:

CCRB knows that when our employees thrive, CCRB thrives. We therefore offer a competitive array of benefits, including:

- Comprehensive Health Insurance: Medical, dental, and vision (100% paid for employees, 60% paid for family members) plus life and long-term disability insurance (fully paid by CCRB)
- Retirement: contribution into a SEP-IRA equal to 6% of the employee’s salary, starting 6 months after employment
- Paid Time Off: 14 days of vacation; 8 hours of sick time earned per month, with a maximum of 720 hours accumulated; and 13 holidays each year
- Cell Phone Reimbursement: half of the employee’s monthly cell phone bill

About CCRB

The CCRB is dedicated to maximizing community resources to build and sustain a comprehensive system of services for children and families in St. Charles County. We accomplish this by allocating an 1/8 cent sales tax fund to mental health and substance use treatment service providers. The CCRB is proud to administer these funds, ensuring our youth and their families have the resources they need to realize a brighter tomorrow.

The CCRB is an equal opportunity employer. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship.

Application Process

Interested candidates should submit a resume and cover letter by December 2, 2024, to mmcaliney@scckids.org. Include “Program Officer” in the subject line.

Rev. 11/2024