
PROJECT COORDINATOR

CATHOLIC CHARITIES OF CENTRAL FLORIDA, **COCOA OFFICE, BREVARD COUNTY, FL**

Closing Date: When Filled

FT/PT FULL TIME

Minimum Salary: Commensurate with qualifications and experience

Brief Description of Job: The Project Coordinator is responsible for the operations, developmental growth and implementation of the CBC program under the supervision of the Southern Regional Director, to work in partnership with Central Brevard Community Based Care to oversee a coalition of Faith Based leaders and youth workers in Brevard County who will serve to promote the prevention of child abuse, recruitment of foster and adoptive parents, mentors for Independent Living youth and holiday gift giving and events for children served by CBCB and its partner agencies; plan and coordinate county-wide training and conferences. The Project Coordinator is responsible for identifying and exploring new project opportunities, the coordination of the grant activities and assuring compliance with all granting requirements, the efficiency of the program and preparation of necessary reports.

Experience: A minimum of two years experience in marketing/event planning/grant reporting. Must possess excellent writing, research and analytical skills, leadership skills, creativity and innovation, have a working knowledge of Microsoft Office as well as online fundraising/giving programs. Experience in working with budgets and volunteers is desirable. Must be familiar with the Brevard County area, willing to travel throughout the county area and be willing to work some weekends and evenings as dictated by the program. Non-profit experience helpful.

Minimum Qualifications: Bachelors degree in a related field. Must have a deep personal commitment to serve as an advocate of people in need as a representative of the Church and its social mission; have the ability to set and maintain appropriate boundaries with agency staff and clients; possess a sensitivity to cultural differences present in the service population, staff and volunteers and have the ability to forge mutually respectful supportive working relationships. Must be able to work effectively and courteously under high-pressure circumstances; establish and maintain effective working relationships with outside agencies and the general public; have strong written and verbal English skills, excellent math skills; demonstrated computer skills in Microsoft Suite required; must be willing to learn and master agency database system to maintain appropriate case files and statistical information. Applicant will be background screened and fingerprinted in keeping with the policies of the Diocese of Orlando; must have a valid Florida driver's license and a clean 3 year driving record.

Send letter of interest, resume, references and a completed Employment Application (found on this website) to:

Ms. Jean Comazzi , Director, Human Resources
Catholic Charities of Central Florida
1819 North Semoran Blvd. Orlando, FL 32807

Phone Number: No phone calls please.

Facsimile Number: (407) 382-1340

E-Mail Address: jean.comazzi@cflcc.org

Entity Website Address: www.cflcc.org