

Position: Program Impact Specialist

Classification: Non-exempt, part time/up to 25 hours per week

General Responsibilities: Manage multiple areas of agency compliance, including internal/external reports, audits, and reports for grant and other funding contracts and programs.

1. Internal-Audits and Reports
  - a. Compiles data reports in conjunction with agency strategic goals and funder priorities
  - b. Reviews grant specifications and recommends compliance regulations and/or process to team
  - c. Evaluates and corrects data so that Salesforce, QuickBooks, and Client Track are accurate, given available information.
2. Reports, external
  - a. Collects, reviews, and compiles grant compliance reports for financial assistance and education programs
  - b. Stays current in learning about reporting models and methods and pays specific attention to government compliance and regulation
  - c. Assist in invoicing processes
  - d. Assess and offer feedback on process improvement
3. Special Projects
  - a. Attendance and possible deliverance of training programs, including Client Track and Salesforce
  - b. Supports Client Services Programs as needed

## Knowledge, Skills and Qualifications:

- Ability to work in a team environment and independently with minimal supervision
- Strong interpersonal skills, ability to relate to people and accept individual differences
- Ability to maintain professional ethics and confidentiality of client information
- Ability to schedule and manage workload sufficiently to meet deadlines
- Ability to communicate clearly and concisely, both orally and in writing
- Microsoft Program familiarity, especially Excel
- College education preferred
- Familiarity with Salesforce, Client Track/HMIS a plus
- Knowledge of the North Fulton community and its resources is a plus
- Ability to pass drug screen, criminal background, and E-Verify

Reports to: Program Impact Manager

Pay: \$12 to \$14/ hr

Interested parties should email [ccates@nfcchelp.org](mailto:ccates@nfcchelp.org) with a resume and cover letter.