



**Position:** Program Impact Coordinator (part-time)

**Job Summary:** Program Impact Coordinator produces reports from client and financial data required for grants, contracts, programs, and other funding.

**Job Responsibilities:**

- Collects, reviews, and compiles grant compliance reports for financial assistance and education programs.
- Produces internal and external audit reports.
- Review grant specifications and recommend compliance regulation modifications.
- Evaluates and corrects data so that Salesforce, and Client Track are accurate in order to integrate with QuickBooks.
- Stays abreast of updates to Salesforce and Client Track for any new reporting and or government modifications.
- Assist with processing grant invoices.

**Job Requirements:**

- High School degree or equivalent.
- 1 year experience compiling data and producing reports from a database.
- Prior experience in a non-profit sector preferred.
- Familiarity with Salesforce, Client Track/HMIS preferred.
- Ability to work in a team environment and independently with minimal supervision.
- Ability to handle multiple tasks at the same time.
- Strong interpersonal skills.
- Ability to maintain professional ethics and confidentiality of client information.
- Microsoft Office Experience (Excel)
- Criminal background check clearance.
- Negative drug test screening.

\$17 an hour up to 20 hours a week

**To apply, send resumes to Claire Cates at [ccates@nfcchelp.org](mailto:ccates@nfcchelp.org)**

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