Tarrant County Homeless Coalition

1201 13th Street, Fort Worth, TX 76102 ⏐ PO BOX 471638, Fort Worth, TX 76147-1406

817/509-3635 ⏐fax 817/719-9489 ⏐www.AHomeWithHope.org

Date: 04/24/2019

Position: Program Support Specialist

FLSA Status: Non-Exempt

Job Status: Full Time

Reports To: Executive Director

Supervises: None

The Program Support Specialist is part of a small, tight-knit team of professionals. This position works directly for the Executive Director of the Tarrant County Homeless Coalition to provide support for two boards of directors, provide customer service to all stakeholders, oversee general office administration, assist in scheduling meetings calendar management, support senior staff as needed, and maintain a responsive and well-organized office environment.

**REASONABLE ACCOMODATIONS STATEMENT**

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Assist in preparing and distributing board meeting materials
* Scheduling meetings, filing, corresponding on behalf of the Executive Director
* General office duties such as mailing, answering telephones, greeting visitors
* Administrative support for donor relations
* Calendar management
* Provide ongoing support for special events

**EDUCATION**

Associates or bachelor’s degree preferred with at least 3 years of administrative experience.

**COMPETENCIES**

* High degree of computer literacy including excellent command of Microsoft Outlook
* Excellent oral and written communication skills
* Detail-oriented and polished professional
* Ability to work with individuals from diverse backgrounds
* Organized and flexible
* Proficiency in Microsoft Excel
* Experience with Quick Books, Doodle, and ETO preferred, but not required
* Outstanding customer service skills
* Ability to work both in teams and independently

**WORK ENVIRONMENT**

Office setting, mostly seated for long periods of time, walking/standing/lifting may be required.

**STATEMENT ON DIVERSITY**

The staff, customers, stakeholders, and colleagues of the Tarrant County Homeless Coalition reflect the diversity of our community. TCHC’s services conform to Federal Fair Housing Laws and the City of Fort Worth’s public policies on non-discrimination. Employees of TCHC are expected to treat all persons with dignity and respect without regard to race, creed, color, sex, religion, disability, mental illness and/ or addictions (diagnosed or not), age, national origin, familial status, source of income, criminal background, sexual orientation, transgender, gender identity or gender expression.

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| The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.  |

**OPEN DATE:** May 7, 2020

**CLOSE DATE:** May 17, 2020