



## **Program Associate, Family Reunification Migration and Refugee Services**

### Position Description

The Children's Services Program Associate provides general office coordination and support functions and case management support for the Family Reunification team. The Program Associate supports the work of the Bishops' strategic plan for the Conference and demonstrates shared qualities of effectiveness in all work interactions.

### Requirements

**Level:** Bachelor's degree or equivalent related experience or combination of college level course work and related experience.

**Major Field/Specialty:** Social work, Program Administration

### **Other Specialized Training:**

#### Required:

- Case file maintenance and case management
- Strong office management skills – must be very organized and detail oriented
- Must be able to work independently and follow through on tasks without much monitoring
- Strong writing skills
- Proficient with MS Office and database management software. Ability to format and modify documents.
- Familiarity with the Catholic Church, its mission, structure and teachings.
- Excellent English verbal and written skills. Ability to effectively proofread documents prepared for meetings and distribution.

#### Preferred:

- Knowledge of refugee resettlement and/or child welfare systems
- Statistical reporting

**Language Requirement:** Knowledge of foreign language helpful.

**Type and Nature of Professional Experience** (minimum 3-5 years of experience):

- Experience organizing conferences
- Excellent administrative, interpersonal, and organizational skills
- Clarity of expression, both written and verbal
- Ability to work independently and manage multiple priorities in an efficient and timely manner.
- Ability to use discretion when working with confidential information.
- Ability to work with diverse staff and network
- Case management
- Information technology, database management
- Experience working with limited English proficient clientele
- Experience working with federal and local government entities