



JOB OPPORTUNITY #:914-2160

PROGRAM SPECIALIST

COMMUNITY SERVICES

Responsibilities: Maintains current research on community needs, indicators, methods of measurement and evidence-based practices. Assists with reviewing and summarizing submitted proposals. Assists with evaluation of proposals for soundness of program design, theory of change, budget, and sustainability. Communicates regularly with partner agencies to develop proposals with meaningful outcomes and to determine progress on outcomes and performance and assist with evaluation of agencies through site visits, case record review, and assessment of results. Ensures agency compliance with reporting requirements and contract deliverables. Provides technical assistance to partner agencies on RFP's, reporting, outcomes, best practices, and performance management. Provides technical assistance to partner agencies on RFP's, reporting, outcomes, best practices, and performance management. Pursues external funding opportunities that coordinate with the Boone County Community Children's Services Fund and Community Health Fund.

Status: Full Time, Non-exempt, Benefited

Working hours: 8:00 am – 5:00 pm, Monday – Friday

Qualifications: Bachelor's degree in social work, human services, business, information systems or related field or equivalent experience.

Starting Hourly Pay Range: \$18.50 - \$19.66

Deadline for Application: Applications will be accepted until the posting is removed.

Apply online at www.showmeboone.com or call (573) 886-4395 if you have questions. Please call in advance if special accommodations are required in order to apply. Benefits include 100% County paid medical and dental employee insurance premium, pre-tax savings program, 2 weeks vacation, 13 paid holidays, matching deferred compensation plan and retirement plans. To see a complete list of posted positions, submit an online application or to download the application, log on to www.showmeboone.com.

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