



Families Doing Time Part Time Program Assistant

JOB DESCRIPTION

Job Title: Part Time Program Assistant/Media Specialist

Reports To: Program Manager, Families Doing Time

Position Status: Part Time-Non-Exempt- Up to 25 hours per week

Description: The Center for Community Transitions (CCT) is a Charlotte, NC based nonprofit that helps people with criminal records and their families find healthier and more productive ways of living. This position assists the Families Doing Time Program Manager in delivery of family programs in the home, the school, and the community. The office hours for the program vary and must be approved by the Program Manager. Some flexibility may be required depending on program needs.

Confidentiality: CCT employees have an obligation to respect the privacy of CCT clients and to keep information obtained in confidence. Each employee will sign a code of ethics statement.

Duties and Responsibilities:

- Facilitate Empowering Kids with Incarcerated parents (EKWIP) groups within approved Charlotte-Mecklenburg Schools (CMS)
- Facilitate site based Justice Impacted Girls & Guys Youth (JIGGY) groups
- Facilitate place-based Reentry Adjacent Program (RAP) groups with youth in summer and afterschool programs.
- Facilitate Caregiver Support Groups, Parenting Workshops and Family Activities
- Assist FDT staff with the planning and implementation of community events, including but not limited to family events (Third Tuesdays), excursions, trips, community networks and coalitions, presentations, trainings and the shaping of community dialogues
- Conduct intakes, home visits and program assessments with FDT families
- Input data in various FDT approved databases.
- Maintain and manage statistics, outcomes, demographics, intake forms and data, case notes, and other information as assigned.
- Research best practices and work with FDT staff in evaluating & designing new programs, contributing to continual improvements and assessments of established programs and maintaining integrity of agency deliverables with contracted entities.





- Implement duties in compliance with CCT guidelines and policies and with funding sources.
- Assist FDT staff with transporting FDT families to and from FDT events.
- Supervise FDT youth in play and group spaces
- Assist with homework and tutor youth participants when needed
- Assist with bilingual services for Spanish speaking families (Translate verbal and written communications for Spanish speaking program participants)
- Create Marketing materials for FDT programs and services and create content for social media pages.
- Manage social media sites.
- Collaborate with other community agencies for referrals.
- Other duties as assigned.

Education & Qualifications:

- Educational background in human services, public health, education or related field
- Experience working with children and families particularly those from marginalized communities
- Excellent oral/written communication skills and interpersonal relations
- Must be able to develop/maintain effective partnerships with community constituents, local governmental agencies, non-profit groups, and college administrators and faculty.
- Must be able to work independently and solve complex problems using good judgment/discretion.
- Proficient in Microsoft Office, with database or statistical software experience
- Ability to work flexible hours with occasional evening and weekend hours
- Must have reliable transportation for local travel
- Have a Valid North Carolina Driver's License and a clean driving record
- Be Able to provide proof of car insurance
- Clean Background

Qualified candidates should email a cover letter, resume, and salary requirement to:
ksleuwer@centerforcommunitytransitions.org.

CCT is an equal employment opportunity employer. It is the policy of CCT not to discriminate against any employee or applicant on the basis of race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, disability, marital status, veteran status, political affiliation, or any other factor protected by law. This policy extends to recruitment, hiring, promotion, demotion, transfers, layoff, discipline, termination, compensation, training, benefit, and all other terms and conditions of employment.

CCT complies with all applicable law regarding reasonable accommodation for disabled employees and applicants. Should you require a reasonable accommodation to perform the essential job functions of your position, please contact your supervisor or the executive director.

