



JOB DESCRIPTION

Families Doing Time Program Manager

- Job Title:** Families Doing Time (FDT) Program Manager
- Report To:** Families Doing Time (FDT) Program Director
- Position Status:** Full Time-Non-Exempt-40 hours work week; benefits eligible
- Position Location:** FDT Program Offices are located at 1500 Rocky River Road West; physical worksites will vary

Program 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.

The Families Doing Time (FDT) program supports children and families impacted by incarceration or deportation through school-based support groups, monthly family events, wrap-around support services, and Enrichment Institute, making enrichment opportunities more accessible to our children and families. The FDT Program Manager manages family programs, on site, in the home, at schools, and in the community.

Duties and Responsibilities:

Programs - Responsible for all components of the Families Doing Time (FDT) Program, including: Empowering Kids with Incarcerated Parents (EKWIP), Justice Impacted Gals & Guys Youth group (JIGGY), Family Gatherings, Family Support, and Enrichment Institute.

EKWIP/JIGGY Groups

- Build partnerships and liaise with schools and community partners
- Identify & Recruit families
- Provide curriculum training for facilitators
- Ensure facilitators engage with school officials, provide curriculum with fidelity, complete intakes with caregivers, gather pre and post assessments and complete data entry
- Ensure that materials are updated and available for group sessions
- Assist facilitators with school/community engagement, program delivery, intakes, pre and post assessments and data entry when needed.
- Provide data reports for the program including outputs and outcome measures.

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.



Third Tuesday/Family Gatherings

- Ensure that sponsorship, activity, volunteers and space is confirmed
- Recruit families
- Participate in each event
- Complete an event report after each Third Tuesday

Family Support

- Conduct home visits
- Assess family needs
- Link families to community resources and services

Enrichment Institute

- Coordinate staff coverage for each event
- Facilitate caregiver support groups
- Identify families/children with specific needs
- Coordinate reading buddy/mentor assignments and tutoring for identified youth participants
- Coordinate the scheduling of quarterly excursions
- Ensure that the event, payment, volunteers, transportation and other pertinent components of each activity are confirmed
- Complete event reports after each outing

Volunteer Management-

- Recruit volunteers
- Maintain volunteer job descriptions
- Coordinate volunteers with specific activities and duties
- Provide outreach for volunteer recruitment, management and recognition
- Create and maintain an excel spreadsheet for volunteers until SF volunteer component is completed
- Create form for volunteer groups
- Maintain volunteer sign in sheets

Fiscal Management-

- Manage the FDT credit card usage in compliance with CCT policy and processes
- Provide check requests and credit card usage requests for specific activities or expenditures
- Ensure all receipts are reviewed by the Program Director and approved prior to submitting to accounting.
- Provide accuracy of expenses and in kind donations on Event Reports including copies of receipts.

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Supervision:

- Provide supervision for Program Assistants; Interns and Volunteers

Advocacy and Outreach:

- Participate in community outreach events and partner events to raise awareness of CCT and reach affected communities
- Participate in community programs and coalitions for CCT that support FDT's work with families and children.

Other duties as assigned:

- Oversee FDT social media accounts
- Support agency and FDT marketing campaigns

Education & Qualifications-

- Master's degree in Public Health, Social Work, Education, or related field preferred
- Experience working with children and families particularly those from marginalized communities
- Excellent oral/written communication skills and interpersonal relations
- Proficient in Microsoft Office, with database or statistical software experience
- Must have reliable transportation for local travel
- Ability to work flexible hours with occasional evening and weekend hours
- Knowledge of the criminal justice system and family dynamics/problem solving
- Excellent driving record with valid North Carolina Driver's License
- Be able to provide proof of car insurance
- Clean background

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