



Engaging communities. Empowering individuals.

**Action Pathways, Inc.
Job Vacancy Announcement**

Title	Type	Date Opened
CSBG Director	Full Time/Exempt	04/17/2018
Department/Location	Entry	Closing date
CSBG/321 Dick Street	\$2,000.59 bi-weekly	OPENED UNTIL FILLED

Required Education & Experience:
Master’s Degree in Social Work, Business Administration or Public Administration required Ten years related experience (CSBG preferred) including at least seven years of supervisory experience at the director level.

Conditions of Employment:
Background check with state and Federal law enforcement agency required. Selected applicant must submit to a post offer substance abuse screening test and receive a negative result for the use of drugs and alcohol as specified in agency policies. Must submit and receive negative results for random testing of same. Applicant must have and maintain a valid NC driver’s license with own transportation. Must be able to pass a post offer physical examination. Action Pathways, Inc. is an “at-will” employer. Either the employee or Action Pathways, Inc. may end the employment arrangement at any time, with or without cause. Management has the exclusive right to alter this job description at any time without notice. The job description or announcement is not an employment agreement or contract.

- General Duties & Responsibilities:**
- Establishes program direction, implements and evaluates goals, objectives and procedures, conferring with COO, members of management and staff as necessary.
 - Responsible for the performance of all assigned staff in the execution of their job descriptions, for the appropriate implementation and operation of programs in accordance with Action Pathways, Inc. policies and procedures.
 - Oversees implementation of short term and long range goals and objectives, ensuring projects remain within budget constraints and meet time lines. Monitors and evaluates project activities regularly and systematically; prepares reports of progress, deficiencies, planned changes, and projected growth to the COO and appropriate Boards.
 - Designs and conducts training programs for staff.
 - Coordinates with Chief Financial Officer on budget development and management, invoice tracking and processing, information technology, and facilities management efforts.
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 - Coordinates with Agency Advancement for public relations and other communications related efforts, event planning, and fund development activities.

- Knowledge:**
- Applicant must be able to:**
- Have a valid driver’s license and transportation to travel throughout the CSBG 2 county service area.
 - Have a working knowledge of public and private organizations, funding sources, and government regulations.
 - Maintain confidentiality.
 - Speak Spanish as a second language is desired.
- Applicant must be able to obtain and maintain the following certifications:**
- ROMA (Results Oriented Management and Accountability) certification preferred
 - Employee should have or be able to earn within twelve months the certifications required of counseling staff needs for staff. (Family Support Credential)

How to Apply:
Applications may be obtained at Action Pathways, Inc., 316 Green Street, Fayetteville, NC or download an employment application at www.actionpathways.ngo. Applications and resumes must be received by 4:00 pm on the application closing date listed in the announcement. Please direct all applications to the attention of the Human Resources Department.

**An Equal Opportunity Employer”
Action Pathways, Inc. hires only United States citizens
and lawfully authorized aliens who are in compliance with the
Immigration Reform and Control Act.**