

# JOB DESCRIPTION

<b>Title of Position:</b> Director of Planning	<b>Immediate Supervisor:</b> Executive Director	<b>Starting Wage Range:</b> \$20.50 - \$21.50
<b>Classification:</b> Full-Time, Non-Exempt		

## Specific Duties and Responsibilities:

1. Shall maintain an ongoing comprehensive agency community needs assessment able to support and facilitate successful need identification, service priority identification, goal establishment, and service implementation.
2. Shall assist with the development and monitoring of Schuylkill Community Action's 5 year strategic plan, assuring the plan is fully implemented and appropriately adjusted, as needed, to guide future activities of Schuylkill Community Action.
3. Shall be responsible for agency program planning and development efforts designed to meet the needs of low-income residents of Schuylkill County. This shall include researching all possible funding sources and development of grant applications to secure program funding.
4. Shall develop and implement a comprehensive system of program evaluation to include effective measurement of program results, goal achievement, and service impact. Shall analyze and present data to the Executive Director that will aid in making administrative decisions regarding the need to continue program services or alter the way we provide program services
5. Shall be responsible for coordinating public relations and marketing activities for SCA, including the development of an agency annual report, coordination and development of a quarterly agency newsletter, coordination with the news media, oversight of Agency website and Facebook page, and the provision of agency presentations, as needed.
6. Shall be responsible for coordinating fundraising campaigns to help support agency programming.
7. Shall be responsible for community partnership related activities, which include establishing new community partnerships, maintaining community relations with community partners, and organizing external speaking engagements.
8. Shall learn the basic reports required through the agency's Client to Success data collection software in order to provide back up support to the Director of Program Services for generating reports when required.
9. Shall work with unit supervisors to assist in setting up the logistical requirements necessary to establish new programs.
10. Shall serve as Chairperson of the agency Risk Assessment Committee to assist in implementing risk mitigation measures for the agency.
11. Shall be a member of the Executive Director's administrative team, providing appropriate input on a variety of agency-wide management issues and activities.
12. Shall be responsible for the administration of the Affordable Housing Trust Fund (Act 137). Duties include developing and overseeing the annual application process, collection of reports and monitoring of grants, and coordination of Affordable Housing Trust Fund Board meetings and communications.
13. Shall be responsible to obtain certification to become a Nationally Certified ROMA Trainer.

**Required Licenses, Certificates, or Knowledge:** Four-year degree in social service or planning related field. Valid driver's license.

**Working Conditions:** Standard hours are Monday through Friday from 8:00 AM to 4:00 PM. These hours may be subject to change as needed.

**Safety Hazards of the Job:** None Known.

This job description does not list all the duties of the job. You may be asked by the Executive Director to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

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Signature

\_\_\_\_\_  
Date

*Updated as of January 5, 2023*

**“Equal Opportunity Provider”**