



## Job Posting

<b>TITLE</b>	Betty Proctor Fund Navigator
<b>REPORTS TO</b>	Program Manager, Intervention Services
<b>JOB SUMMARY</b>	Responsible for the administration of the Betty Proctor Fund (BPF), as well as provide referrals for other assistance resources.
<b>CLASSIFICATION</b>	Part-time 20 hours per week; non-exempt

### DUTIES/RESPONSIBILITIES

- Assess, assist, and process financial assistance requests for the Betty Proctor Fund, and occasionally meet with agency participants seeking Betty Proctor Fund financial assistance
- Ensure self-sufficiency and ongoing sustainability plan for each awarded case
- Collaborate and communicate with referring agencies to verify participant information in order to process Betty Proctor Fund applications
- Enter, edit and document participant records in database. Full competency in data entry is required within 30 days of hire.
- Maintain daily records and program documentation for all applications and distribution of funds, as instructed, and complete monthly reporting duties
- Maintain good communication with other program services staff and manager
- Represent the program and occasionally speak in the community and at Betty Proctor Fund fundraising events
- Foster and maintain relationships with community service providers, referral agencies, volunteers and donors
- Share client stories at the Betty Proctor Fund Development Committee meetings on a quarterly basis either in written form or presented in person
- Contribute to the programs services newsletter and distribute to all referring agencies of the Betty Proctor Fund
- Purchase items such as gift cards as required when processing the Betty Proctor Fund applications

### KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's degree in human services or related field preferred; or equivalent work experience
- Two years of work/volunteer experience with vulnerable populations preferred
- Ability to judge applications on merit and suitability according to the charter of the Betty Proctor Fund
- Exceptional administrative and organizational skills
- Must exercise initiative, display sound judgement and demonstrate flexibility in managing time
- Excellent communication and problem solving skills, and ability to assess and respond to partner agency/participant inquiries
- Excellent computer skills including Word, Excel, Google and database
- Competency in boundary setting as well as de-escalation
- Ability to relate well to participants, staff, volunteers and community organizations/agencies

Email resume and cover letter to: [jobs@theactioncenterco.org](mailto:jobs@theactioncenterco.org)  
Currently interviewing - please apply as soon as possible. Posting will remain open until filled.

***The Action Center is an equal opportunity employer***