



MERCED COUNTY  
COMMUNITY ACTION AGENCY  
1235 W. Main St., Merced, CA • (209) 723-4565 • FAX (209) 724-9527  
MAILING ADDRESS: P.O. Box 2085, Merced, CA 95344-0085

Carole Roberds  
*Board Chairperson*

Brenda Callahan-  
Johnson  
*Executive Director*

## **JOB DESCRIPTION**

### **Community Services Block Grant (CSBG) Coordinator**

#### **Overview:**

The CSBG Coordinator position classification reports directly to the Executive Director, is responsible for compiling the information needed to write grants, writes grants and serves as a liaison between the community and Merced County Community Action Agency (Agency). This position ensures compliance and remains up-to-date with all Federal and State laws applicable to reporting and grant writing. In accordance with FLSA standards this position classification is non-exempt.

#### **Essential Functions:**

Include but are not limited to:

- Assist with analysis of program needs;
- Compiles research regarding program needs and grant preparation;
- Maintains Social Media Sites;
- Coordinates fundraising;
- Occasionally implements new programs;
- Assists with and may write grants;
- Completes Federal, State and local planning requirements for reporting and grant writing;
- Serves as liaison between program and community;
- Actively provides outreach to community programs aligned closely with Agency objectives;
- Maintains confidentiality;
- Data entry;
- Participant case management;
- Anticipates program needs and/or areas for growth;
- Must be willing to work a flexible schedule (sometimes evenings);
- Must be willing to travel as needed;
- May represent the Agency at community functions;
- Other duties as assigned.

#### **Knowledge and Abilities:**

- Excellent communication skills (written and verbal);
- Experience successfully handling multiple projects at the same time;
- Ability to meet strict deadlines, occasionally within short timeframes and/or multiple projects;
- Must have excellent organizational skills, ability to work independently and cooperatively with others, and maintain strict confidentiality;
- Knowledge of community resources;
- Must be a self-starter with excellent problem solving skills;
- Ability to perform essential functions with minimal direction and/or supervision;

- Ability to adapt to change easily;
- Ability to plan and organize events;
- Must possess high intermediate to expert level knowledge of MS Office Suite, especially Word, Excel and Power Point;
- Excellent computer navigation skills and knowledge, including social media;
- Ability to empathize with program participants;
- Must be willing to work a flexible schedule (sometimes evenings);
- Must be willing to travel as needed both inside and occasionally outside of Merced County.

**Education:**

Bachelor's Degree in Social Services, Business or related field.

**Experience:**

- Working with community vendors;
- Researching and writing grants;
- Working with computers;
- Giving presentations in front of small to large groups;
- Five or more years of experience performing the Essential Functions listed above

**LICENSES AND OTHER REQUIREMENTS/CONDITIONS:**

- Valid California driver's license, reliable transportation and proof of the minimum vehicle liability insurance coverage required by California State law.
- Able to drive independently, either in an agency or personal vehicle to various locations in Merced County; may on occasion attend evening meetings and/or occasionally travel outside of Merced County.
- Ability to walk, stoop, squat and stand as needed; be able to lift and carry in excess of 40 pounds on a regular basis and to sit as much as 75% of scheduled working time.
- May be exposed to extreme weather conditions when working outdoors.

**IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO MAINTAIN  
THE REQUIRED KNOWLEDGE AND ABILITY FOR THIS POSITION**

**SALARY RANGE** : 73.0-1 \$28.86 - \$35.11 /HR 40 Hr./WK + Benefits

**JOB SITE** : Merced, CA (home base); in and around Merced County

**APPLY AT** : MCCA, 1235 W. Main Street, Merced, CA

**DEAD LINE** : Open Until Filled

**NOTE: POSTMARKS WILL NOT BE HONORED**

**THIS IS NOT A COUNTY POSITION**