



Contracts Specialist: Family Supports Initiative

Project Start July 2024

Salary Range: \$21-26/hr.

Under the direction of the CEO, the Contracts Specialist (Specialist) is responsible for the oversight of the Family Supports Initiative Contract. The Specialist will work with collaborative agencies to ensure contract compliance and the needs of the subcontracted agencies are being met. The Specialist will confirm that all documentation is received for timely billing of the contracted services and will be a highly organized and motivated individual that will provide support, and compliance.

The Specialist will vet the community resources and agencies to produce a resource guide to support families with children ages five and younger. They will host quarterly meetings with partners and will work closely with the Finance and Development Departments.

The Specialist will support the Family Supports Initiative and special projects, while maintaining an absolute adherence to the mission, procedures, and policies of Children's Fund. As a frontline contact for children and families in need and a constant representative of Children's Fund, the Specialist must be passionate about community service and aiding vulnerable children, and most importantly, be able to articulate that passion in a manner that inspires others. Advocacy is key to what this position is designed to achieve with families and children.

Essential Functions

- Understand and implement the Family Supports Initiative Contract.
- Be the point of contact for all subcontracted agencies.
- Gather all documentation needed for monthly billing from Children's Fund's Program Department and subcontracted agencies and prepare for submission by due date to ensure timely payment of contract.
- Process subcontractor payment requests.
- Support Emergency Needs Program requests under the Family Support Contract for approval and processing by the Programs department to ensure that fulfillment is conducted in an ethical, professional, effective, and efficient manner.
- Assists with the day-to-day operations of Children's Fund contracts.
- Meets with community programs for vetting as resources for families with children ages five and younger.
- Participates in First 5 San Bernardino workshops, training, and meetings.
- Work in the Omni tracking system to track families receiving services from collaborative partners.
- Collects data and prepares reports, presentation information, spreadsheets, and other forms of correspondence.
- Answering phones in a professional manner, and routing calls, as necessary.
- Maintain an up-to-date list of partner agencies for program referrals.
- Represent Children's Fund at events as appropriate.
- Maintains the confidentiality of the organization and the people we serve.
- Performs related duties as assigned.



Qualifications

- Three (3) years of experience working with contract compliance.
- Possession of a high school diploma (or its equivalency) or higher or possession of a GED.
- Ability to work independently, work with a variety of individuals and groups, communicate effectively orally and in written form with language-diverse populations, exercise sound judgment, interpret and communicate policies and procedures, and model norms of behavior that reflect high expectations for staff, students, parents, and community members.
- Strong verbal and written communication skills to effectively convey and obtain information.
- Interpersonal and professional presentation skills.
- Experience in dealing with matters of extreme confidentiality, consistently in a friendly and professional manner.
- Critical thinking and problem-solving skills.
- Capacity to independently organize/prioritize work and track the project progress.
- Self-starter needing minimum supervision.
- Office-related software (Outlook, Word, PowerPoint, Excel), typing skills, and other general office knowledge.
- Bilingual; read, write, and speak in English and Spanish preferred.

Physical Requirements and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Must be able to remain in a stationary position (sit or stand) two-thirds of the day or more.
- Occasional travel to various locations and events within and outside the county, typically via automobile, is required. Mobility is required to attend meetings and events.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter, or calculator and to operate standard office equipment.
- The position occasionally bends, stoops, reaches, pushes, and pulls drawers, to retrieve and file information. Frequently moves/transport various pieces of merchandise weighing typically less than 40 pounds across the warehouse for various donation drives and event needs.
- Employees must be able to maintain regular and predictable **attendance** and **punctuality**.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Noise levels can vary, depending on programming and events. While performing this job, the employee is exposed to weather conditions prevalent at the time with respect to both indoor and outdoor environments and events. Temperature levels may include hot, cold, and mild.
- Attendance at occasional weekend and evening events will be required.



Organizational Background

The Children's Fund is a 501(c)(3) non-profit organization created to serve at-risk children in San Bernardino County. Children's Fund mission is giving our vulnerable children support, opportunity, and hope by breaking destructive cycles through community partnerships.

Formed in 1986, Children's Fund has had the privilege of assisting more than 1.8 million at-risk children throughout San Bernardino County. This has taken place under the guidance of a board of directors comprised of innovative business and community leaders from all over Southern California with a shared commitment to impact the lives of these children and renew their hope for a vibrant future.

What We Offer

Your benefits will include a competitive compensation plan and paid time-off benefit. After 60 days you may enroll in Children's Fund, Inc. Health & Welfare benefit plans, depending on eligibility. We also offer a SIMPLE IRA Savings Plan, with company match. We look forward to reviewing with you the specific benefits you would receive as a Children's Fund, Inc. employee. The above information is provided as a highlight of the major benefits offered to most full-time team members, this is not a summary plan description or official plan document.