

# Off-Campus Employment

*Job posted on 2014-04-30 by 00026579; posting expires on 2014-05-16*

**Employer:** Catholic Charities WV

**Position:** Assistant Director of Programming

**Job Description:** Full Time,

Description

- Responsibilities include oversight of case management, utility assistance, and financial literacy services, and family shelter program. Other job functions include supervision of the volunteer coordinator, new program development, and working with other agencies to ensure comprehensive service delivery.

Â· Job Type

- Full Time

Â· Location

- Catholic Charities Neighborhood Center, 125-18th St., Wheeling, WV 26003

**Qualifications:** Qualifications

- Minimum of a bachelorâ€™s degree in social work or related field required. Supervisory experience preferred. The ideal candidate will possess excellent communication skills and the ability to work with persons of varied social, economic, and ethnic backgrounds.

**Application Instructions:** How to Apply

- Please submit a resume, cover letter, and three references by May 16th, 2014 to: Catholic Charities Neighborhood Center, PO Box 6176, Wheeling, WV 26003

Â· Email Application To

- [pjreindel@ccwva.org](mailto:pjreindel@ccwva.org) with the subject line "Job Posting".