



Catholic Charities

OF SOUTHERN NEVADA

JOB DESCRIPTION

Director of WIC (Women Infant and Children) Program

Overview:

This is a newly created senior management position that reports directly to the Executive Director. Responsibilities include overall management and administration of the WIC program.

Specific Job Duties:

- Manage grant to ensure budget compliance
- Set participation rates at each clinic and monitor to ensure these goals are met or exceeded
- Oversee any sub-grants that are awarded
- Ensure exceptional service is provided to all clients
- Represent the Agency during any audits of the program
- Serve as Agency contact with the State grantors
- Supervise and develop staff
- Other duties and projects as needed

Education and Experience:

Bachelor's degree preferred. Familiarity with WIC programs and guidelines desired. Must be analytical and detail oriented with excellent communication and customer service skills. Multi-site management required. Strong organizational and leadership experience are a must.

We offer an excellent benefits package including 12 paid holidays and matching retirement contributions after 1 year of service. Catholic Charities is an equal opportunity employer.

Interested applicants should forward their resumes to HR@catholiccharities.com by March 15, 2010.