

*Catholic Charities of the Diocese of La Crosse, Inc.*

Supervisory/**Field**/Administrative  
Grade Level:  
Salaried

**JOB TITLE:** *Afghanistan Project Coordinator*      **SUPERVISOR:** *Advancement Director*

**JOB SUMMARY:** Under the supervision of the Advancement Director, this position will work with various community resettlement organizations to assess and fill needs of our newly resettled Afghanistan neighbors. This position will be the liaison between local communities and Catholic Charities. They will oversee financial expenditures that can help with housing, household supplies, or other basic human needs. They will help connect other community resources with the resettlement group and be a resource for the group.

**EMPLOYMENT SPECIFICATIONS:**

**I. Skills/Qualifications:**

- A. Bachelor's Degree or prior job/management experience
- B. Driver's license
- C. Proficient with Microsoft Word, Excel, Outlook, and Zoom
- D. Public Speaking

**II. Job Requirements:**

- A. Ability to establish and maintain effective relationships with clients, staff, and other community agencies.
- B. Ability to identify and collaborate with refugee resettlement groups.
- C. Ability to identify, generate ideas, and use creative problem-solving to fill the needs to those we are serving.
- D. Ability to maintain client confidentiality.
- E. Commitment to the mission of Catholic Charities.
- F. Travel required.

**III. Responsibilities:**

- A. Serves as liaison between Catholic Charities and local resettlement groups
- B. Assess potential needs of local resettlement groups.
- C. Develop vendor outlets for local resettlement groups to acquire items needed for households.
- D. Receive requests for housing, household items, and basic human needs. Access whether funds are available and use agency accounting practices for follow-up.
- E. Identify program tracking goals and incorporate reporting mechanisms.
- F. Identify other community needs and provide service if applicable.
- G. Establishes a resource and referral network with relevant service providers, as warranted.
- H. Other duties, as appropriate, and assigned by supervisor.