



**JOB DESCRIPTION:** YEP! Program Assistant  
**STATUS:** Non-Exempt  
**SUPERVISOR:** Associate Director  
**SALARY RANGE:** \$9.00 - \$13.00/hr  
**LOCATION:** Missouri City, TX and/or Rosenberg, TX

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*Executive Director*

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Fort Bend Family Promise (FBFP) provides opportunities for families in our diverse community to achieve self-sufficiency by offering community-based programs designed to break the cycle of homelessness and independence.

FBFP believes that each employee makes a significant contribution to our success and that the contribution should not be limited by the assigned responsibilities. Therefore, the position description is designed to outline primary duties, qualifications and job scope, but not limited to the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer his/her services whenever/wherever necessary to ensure the success of our endeavors.

### ESSENTIAL FUNCTIONS

The Program Assistant in conjunction with the case management team (housing navigator, associate director, executive director and other program staff) links guest families with essential program resources/services by assisting guests in goal setting, problem solving, housing searches, and completes related data collection and reporting. This position's hours will vary; some evening and weekend hours are required.

### Family Coordination

- Works with each guest family to create and maintain family goal planning in weekly sessions, provides written documentation on each family.
- Works within the intakes, referrals, and recommendations to community and with FBFP network
- Provides essential information to church coordinators weekly via email and phone calls.
- Supports and complete training in Keys to Good Tenancy
- Classes/resources to families
- Provide transportation in agency vehicles to donation pick-up, family guest, meetings, etc.
- Maintain pantry and oversee volunteers in sorting, shelving, cleaning and serving family guest.
- Provides assistance with appointments with community calls
- Participates in meetings to plan and implement various family guest, YEP!, fundraising activities, etc.
- Organizes requests for in-kind donations, receives donations and assists in maintaining storage areas.
- Participates in end-of-year and seasonal holiday activities, including gift donation and distribution

### Recordkeeping and Communications

- Submits monthly and as needed reports as required
- Develops and maintains recordkeeping system, family tracking, and other data entry.
- Maintains confidentiality of staff, residents, volunteers and program participants
- Provides weekly communications to the churches, updates as needed to coordinators, participate in monthly volunteer coordinator meetings.

**EAST CAMPUS**  
4645 Cartwright Rd  
Missouri City, Texas 77459  
281.403.3923

**WEST CAMPUS**  
1002 Wilson Drive  
Rosenberg, TX 77471  
832.847.4734

[FortBendFamilyPromise.org](http://FortBendFamilyPromise.org)



### **Program Operations**

- Assists with donations and food deliveries and community help seekers
- Assists with furniture moving, and supply distribution
- Performs light maintenance and cleaning duties
- Assists with furniture moving, supply distribution for move in families
- Assists with day center inspections
- Responds using proper internal procedures to YEP! Request, incoming calls, family guest request, etc.
- Responds using proper internal procedures for fire alarms and emergency situations
- Assists with upkeep of donation closets, food pantry and office areas/day center.
- Prepare all supplies needed for families' stay at congregations including, bedding, airbeds, towels, etc.

### **Community Relations & Outreach**

- Educates guests, prospective volunteers and the general public on issues pertaining to poverty and homelessness
- Provides tours of the building to prospective volunteers
- Answers the telephone and directs calls appropriately, answers door, serves community walk-in help seekers.
- Attends community meetings as requested
- Participates as a member of professional and community organizations
- Miscellaneous
- Uses personal vehicle (mileage reimbursement, if personal vehicle is used) and/or organization vehicle to complete job duties including but not limited to, donation pick-up, outreach, and off-site meetings
- Performs other duties as assigned

This description contains the information and facts considered necessary to accurately reflect the duties of this position. It should not be considered an exhaustive description of all the work requirements to be performed, but indicates the kinds of duties and levels of responsibility required by the position. The executive director or his/her designee will as needed/required add or delete responsibilities with employee's awareness and involvement.

Other: Flexibility to work at other FBFP network sites, including congregations, required. and attend events. Some evenings and weekends; and flexibility to attend events required

### **Qualifications**

- Desire to work with families
- Ability to supervise large and small groups of volunteers and/or family guest
- Good public speaking skills
- Ability to adapt and respond in a fast-paced environment
- Self-motivated team player who can interact productively and positively with others, but also be able to work independently
- Strong organizational skills, detail-oriented, self-starter, and self-directed work habits
- Commitment to the welfare and well-being of children and families
- Ability to foster relationships with diverse faith traditions
- Flexibility, adaptability, and creative problem-solving skills

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- Ability to communicate well with all ages, written and orally
- Proficiency in Microsoft Office applications
- Ability to organize and keep accurate records
- Ability to lift to 30 lbs. and navigate steps
- Criminal Record Check required
- Child Abuse History Clearance required
- Valid Driver's License or Photo ID and good driving record
- Personal vehicle or access to independent transportation
- Proof of motor vehicle insurance

Email Resume to: **VLJohnson.FBFamilyPromise@gmail.com** or mail to:

Fort Bend Family Promise  
c/o Vera L. Johnson, Executive Director  
4645 Cartwright Road  
Missouri City, Texas 77459

Website: [www.FortBendFamilyPromise.org](http://www.FortBendFamilyPromise.org)      *No Phone Calls Please*

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