JOB VACANCY

Position: Bounce Back Coordinator
Location: 227 E. Washington Boulevard, Fort Wayne
Hours: Monday through Thursday, 7:30 a.m.-5:30 p.m., Friday 7:30 a.m.-11:30 a.m. Starting
Salary Range: $23.08-$24.04 per hour

JOB SUMMARY
The Bounce Back (BB) Coordinator position will coordinate all Bounce Back activities for our
service area including coordinating BB assistance with staff, approving BB assistance, tracking
and reporting BB assistance, managing current church partners and recruiting new church
partners, and maintaining the BB budget.

JOB DUTIES
1. Coordinate the delivery of Bounce Back Services.
2. Approve Bounce Back assistance requests.
3. Create and maintain a Bounce Back Assistance tracking system.
4. Manage and maintain church partnerships.
5. Recruit new church partners.
6. Create and submit required reports.
7. Ensure accurate and timely data entry of Bounce Back families into CAA Connect.
8. Implement Brightpoint Values at all times.

SKILLS AND QUALIFICATIONS
1. Bachelor degree in Social Work, Psychology, Communication, Public Affairs, or related field.
2. Strong oral and written communication skills, with strong mathematical aptitude.
3. Ability to quickly develop a thorough understanding of basic community action concepts.
4. Ability to relate well to diverse personalities from a variety of socio-economic backgrounds.
5. Ability to work several project or issues simultaneously.
6. Ability to work with minimal supervision, self-motivated, attentive to detail, well-organized,
tenacious, productive, dependable, flexible, and cooperative.
7. Proficient with Microsoft Office Suite.
8. Valid Indiana driver's license with minimum auto insurance liability limits 100,000 to 300,000
9. Manual dexterity and visual skills required.
10. Auditory and verbal skills required for communication with clients, staff, partners, and the public.
11. Work involving standing, sitting, and bending.
12. Must be able to stand and sit for 45-minute intervals. Must be able to move 40 pounds in all
directions,

DATES FOR INTERNAL POSTING: FROM September 28, 2022-0ct0ber 12, 2022
TENTATIVE DATES FOR EXTERNAL POSTING: September 28, 2022-0ct0ber 12, 2022
APPROXIMATE DATE FOR POSITION TO BEGIN: IMMEDIATELY

FOR FURTHER INFORMATION, CONTACT, HUMAN RESOURCES EXT. 206 or 213
APPLICATIONS ACCEPTED - 227 E. Washington Blvd., FORT WAYNE, IN
8:00 A.M. - 5:00 P.M., MONDAY - THURSDAY AND 8:00 A.M. - 11:00 A.M., FRIDAY OR
VIA THE INTERNET AT www.mybrightpoint.org