



## Program Support Specialist

Organization: Cornerstone Craftsman  
Job Title: Program Support Specialist  
Reports To: Roberto Gomez  
Location: Flexible - Work from home or at the Cornerstone Craftsman facility  
Est. Commitment: 15 hours per month

### Responsibilities and Duties:

- Collaborate with leadership to design, plan, and launch a process to collect, track, and present data and content related to program outcome data and content
- Create and maintain the necessary platforms, forms, or spreadsheets to accurately and discreetly collect, manage, and report on program outcome data and content.
- Identify and build relationships with relevant program outcome data and content stakeholders such as participants, family members, schools, juvenile court services, other program stakeholders, staff, contractors, and volunteers to be able to accurately and discreetly collect program data and content.
- Carry out periodic meetings with relevant program outcome data and content stakeholders
- Provide program outcome data and content for grant applications and other fundraising and marketing efforts as requested by leadership.
- Present a summary and details of program outcomes, results, and leadership and other stakeholders periodically.
- Create a schedule for when and how often information requests are sent out to program outcome data and content stakeholders.
- Ensure all information is secured and only available to those authorized to view it.
- Obtain timely written consent from participants and family members as needed.
- Create an alumni system to collect data from former participants and their stories and share continuous involvement opportunities for them.

### Qualifications

- Experience in data collection and analysis is preferred.
- Ability to handle sensitive matters appropriately and with discretion.
- Demonstrates abilities in taking initiative, reliability, and working independently.
- Strong oral and written communication skills.



- Ability to keep confidential information secure.
- Strong attention to detail, time management, and consistent follow-through skills.
- Proficient in managing projects, scheduling, and data entry with high accuracy.
- Ability to multitask and prioritize tasks effectively.
- Proficiency in Microsoft Office (Word, Excel, and PowerPoint).
- Use of a personal mobile phone and laptop for data entry and tracking.

### Training

- Founder Roberto Gomez and volunteer Derry Deringer will train Program Support Specialist volunteers. This includes understanding the organization, program processes and operations and shadowing Roberto to understand day-to-day activities.

### Benefits (20+ hours)

- Personal recognition on the Cornerstone Craftsman website, Instagram, and Facebook Group.
- Represent Cornerstone Craftsman at community events, meetings, and networking activities.
- Invitation to Cornerstone Craftsman social gatherings and outings.
- Cornerstone Craftsman apparel.

### How to Apply

- Email your resume, the position of interest, two professional or volunteer references, and a few sentences about why you are interested in this volunteer position.
- Someone will contact you for a screening interview if there is a potential fit.
- Cornerstone Craftsman conducts background checks on all incoming volunteers and staff.
- Contact: [info@cornerstonecraftsman.org](mailto:info@cornerstonecraftsman.org).

