



Hand-Up, Inc. DBA Voluntary Action Center

Job Posting: Assistant Director of Financial Assistance and Program Management

Location: Calhoun, GA

Position Type: Full-Time

Salary Range: \$35,000 – \$50,000

Position Overview

We are looking for a detail-oriented, compassionate, and organized Assistant Director of Programs & Operations to join our team. This role ensures the smooth functioning of our financial systems and community programs. You will handle daily financial tasks, support key program initiatives, and provide backup leadership for the Executive Director when necessary.

Key Responsibilities

- Oversee financial operations, including expenditures, receivables, payroll, and deposits
- Maintain financial records in QuickBooks and Dropbox, ensuring accuracy and transparency
- Issue tax donation receipts and manage donor acknowledgments
- Track client demographics and services for reporting purposes
- Provide case management support, stepping in as the lead case manager when necessary
- Assist with organizational programs and events (e.g., Christmas Toys, Volunteer Banquet, Fundraisers)
- Support volunteer recruitment, training, donor engagement, and fundraising initiatives
- Oversee social media and community outreach efforts in collaboration with the Executive Director
- Manage staff, facilities, supplies, and daily operations when the ED is unavailable

Qualifications

- Required: College diploma or equivalency (or currently enrolled)

Preferred Qualifications :

- Bilingual (Spanish/English) strongly preferred, to better serve our diverse community
- Experience working with homeless or low-income individuals and families
- Nonprofit work experience
- Strong organizational, financial management, and communication skills
- Ability to work independently, manage multiple priorities, and collaborate effectively

Why Join Us?

- Make a direct impact on the lives of families and individuals in our community
- Join a supportive, mission-driven team
- Opportunity to grow in nonprofit leadership and program management

How to Apply: Submit your resume and cover letter to Miranda.Bentley@voluntaryactioncenter.org

Applications will be reviewed on a rolling basis until the position is filled.



Voluntary Action Center

The Heart of a Caring Community

343 South Wall Street • P.O. Box 631 • Calhoun, GA 30703 • PH: 706-629-7283 • www.voluntaryactioncenter.org

Application for Employment Package

PLEASE READ CAREFULLY

Thank you for your interest in Hand-up, Inc. DBA – The Voluntary Action Center. **To have your application processed, you must thoroughly answer all questions on the application form. Applications filled out incompletely will not be considered.** While we encourage you to attach a resume, a resume will not substitute for completing any portion of this application. All information will be treated confidentially.

The Voluntary Action Center is an Equal Opportunity Employer that considers applicants for all positions without regard to race, color, religion, sex, age, national origin, disabled or veteran status, or other legally protected status.

Due to the volume of applications received, only those applicants selected for an interview will be contacted. Please do not contact our office with inquiries.

Applications may be submitted by the following methods:

Mail: Voluntary Action Center
Attn: Job Applications Dept.
PO BOX 631
Calhoun, GA 30703

E-mail: handsupvac@gmail.com

In-Person: Drop off the application at the front office.
343 South Wall Street, Calhoun, GA 30701

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION: (Please Print Clearly & Complete Entire Application)

Name: _____ Date of Application: _____

Street Address: _____ City: _____ ST: _____ Zip: _____

Phone: _____ E-mail: _____

APPLICATION QUESTIONS:

Position Seeking: _____ Salary Requirement: _____ Date Available to Work: _____

Are you eligible for employment in the United States? ☐ No ☐ Yes

Have you ever been employed by Hand-up Inc. or served as a volunteer? ☐ No ☐ Yes

If yes, please explain: _____

Are you related by blood or marriage to any individual currently employed by this organization? ☐ No ☐ Yes

Have you ever been terminated for cause or asked to resign from a former employer? ☐ No ☐ Yes

If yes, please explain: _____

Have you ever been convicted of a crime other than a minor traffic violation? ☐ No ☐ Yes

If yes, please provide a detailed explanation and include date of final disposition of the case and nature of the offense. This information will not necessarily disqualify you from employment but false or misleading information will. Factors such as age and time of the offense, seriousness and nature of violation, and rehabilitation will be taken into account.

EDUCATION:

High School:

Name: _____ City/State: _____

Number of Years Completed: _____ Diploma or GED: ☐ No ☐ Yes

College or Technical School:

Name: _____ City/State: _____

Number of Years Completed: _____ Degree: ☐ No ☐ Yes Degree Type: _____

Other School or Training:

Name: _____ City/State: _____

Area of Study: _____ Degree or Diploma: ☐ No ☐ Yes Degree/Diploma Type: _____

EMPLOYMENT HISTORY: (Please list positions starting with most recent)

Employer: _____ Phone: _____ May We Contact: ☐ No ☐ Yes

Address: _____ City/State: _____

Position Title: _____ Supervisor Name: _____

Start Date: _____ End Date: _____ Beginning Salary: _____ Ending Salary: _____

Duties: _____

Reason for Leaving: _____

Employer: _____ Phone: _____

Address: _____ City/State: _____

Position Title: _____ Supervisor Name: _____

Start Date: _____ End Date: _____ Beginning Salary: _____ Ending Salary: _____

Duties: _____

Reason for Leaving: _____

Employer: _____ Phone: _____

Address: _____ City/State: _____

Position Title: _____ Supervisor Name: _____

Start Date: _____ End Date: _____ Beginning Salary: _____ Ending Salary: _____

Duties: _____

Reason for Leaving: _____

Employer: _____ Phone: _____

Address: _____ City/State: _____

Position Title: _____ Supervisor Name: _____

Start Date: _____ End Date: _____ Beginning Salary: _____ Ending Salary: _____

Duties: _____

Reason for Leaving: _____

WORK REFERENCES: (Do not include relatives)

	Name	Job Title	Years Known	Phone	E-mail
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

PERSONAL REFERENCES:

	Name	Relationship	Years Known	Phone	E-mail
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

SKILLS AND QUALIFICATIONS:

Secondary Languages: _____ Fluency: _____

Computer Skills: Word ☐ Excel ☐ Power Point ☐ Online Data Entry ☐

Please summarize and other qualifications:

APPLICANT AUTHORIZATION STATEMENT: (Please read carefully before signing)

I understand that employment with Hand-up Inc. DBA Voluntary Action Center (the Organization) is at-will, meaning that I or the Organization may terminate my employment at any time or for any reason consistent with applicable state or federal law.

I authorize the Organization to conduct a thorough background investigation of my work and personal history and verify all data provided on this application or during the interview(s). I hereby release the Organization and its representative or agents from any liability that might result from such an investigation. I authorize all individuals, schools, and firms' names to provide any requested information and release them from all liability for provided requested information.

I understand that the Organization requires the successful completion of a criminal background check and may require a drug test as a condition of my employment.

I understand this application will be active for 90 days; after that time, if I wish to be considered for employment, I must submit a new application. I certify that all statements in this application are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal to employ.

Signature of Applicant: _____ Date Signed: _____