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## **COMMUNITY SERVICES BLOCK GRANT (CSBG)**

### **CSBG Coordinator – Kanawha County**

**Responsibilities:** Job responsibilities include but are not limited to: Determine client eligibility through established County process; Conduct client interviews for eligibility; Complete client intake assessments; Work with community partners; Track metrics related to CSBG; Manage Emergency Services Programs, including CSFP, Dollar Energy, and Healthy Grandfamilies; Oversee CSBG program and guidelines.

**Requirements:** Successful candidate will preferably possess at minimum; High School diploma or GED, associate's degree preferred; Minimum one year of advanced secretarial, administrative/office experience required. Candidate must possess a valid Driver's License; Demonstrate excellent verbal and written communication skills; Candidate must submit to pre-employment drug screen, CIB check, and DHHR Protective Services Background Check.

Applications are available at the PRIDE office located at 699 Stratton Street, Logan WV 25601 or online at [loganpride.com](http://loganpride.com) and will be accepted until the position is filled.  
Submit application to:

Human Resources  
PRIDE Community Services, Inc.  
PO Box 1346  
Logan, WV 25601

PRIDE Community Services, Inc. is an Affirmative Action, Equal Opportunity Employer. Please contact the Human Resources office at 304-752-6868 if you need assistance, reasonable accommodation or have hiring process questions.