POSITION OPENING ANNOUNCEMENT

Basic Needs Program Coordinator

CommUnity Crisis Services and Food Bank is seeking individuals interested in the position of Basic Needs Program Coordinator. This is a full time position and works primarily Monday through Friday 8:30 am to 5:00 p.m.

The Basic Needs Program Coordinator is responsible for administering the services of the Basic Needs Program, including financial assistance and other services, and supporting the operations of the Food Bank department as a whole. This position includes program coordination, program budget management, volunteer management, and working directly with clients in crisis situations.

Required skills and experience include:
- Prior experience working in the social work/human service field and with those in crises
- Ability to model a client-centered, compassionate, non-judgmental approach
- Ability to set boundaries and adhere to eligibility and other program guidelines
- Effective oral, written, computer, and group presentation communication skills
- Experience with Microsoft Office, including Excel, and using electronic databases
- Ability to work a flexible schedule, including some early mornings, evenings, and weekends
- Dependable transportation
- Ability to pass a background check

Desired skills include: bilingual with fluency in Spanish, French, or Arabic; one year of experience in a volunteer-driven organization; and experience effectively managing a budget in a professional setting.

Full time salary position: $35,000 - $39,510 depending on experience

Excellent benefit package includes paid vacation and sick leave, 401k retirement plan along with employee health and dental coverage and life/accidental insurance. Employee copay is required for some plans.

Persons interested in this position should send a cover letter and resume electronically to krystal.kabela@builtbycommunity.org with “Basic Needs Program Coordinator” as the subject line, or by mail to:

Krystal Kabela, Food Bank Department Manager
1121 S. Gilbert Ct.
Iowa City, IA 52240

Application deadline: Wednesday, July 10 by 5:00 PM. The position will start on Monday, August 19.

CommUnity Crisis Services and Food Bank is an Equal Opportunity Employer.