POSITION OPENING ANNOUNCEMENT

Job Title: Emergency Assistance Coordinator

Position Overview:

The Emergency Assistance Coordinator oversees the Emergency Assistance Program, managing the administration of Emergency Assistance funds and supervising, supporting and training the volunteers who provide direct services. Candidates must be passionate about the programs and services of The Crisis Center, a volunteer-driven social service organization. Ideal candidates have experience using a compassionate approach while maintaining boundaries, adhering to eligibility guidelines, and following a budget. Ideal candidates also have previous leadership experience and enjoy interacting with people of diverse ages and backgrounds and working as part of a team. This position works collaboratively with the Food Bank Coordinator to ensure quality service delivery within the programs. Applicants must be energetic, self-motivated, organized, and have strong communication and leadership skills. This position is full-time, exempt and reports to the Food Bank & Emergency Assistance Director.

Hours: Full-time, Exempt

Starting Salary: $33,000 to $39,000 annually

Start Date: Monday, August 10, 2015

Qualifications and Education Requirements: Background working in the social work/human service field and experience in a volunteer-driven social service organization is preferred. Fluency in Spanish, Arabic or French is desired.

Necessary Skills and Requirements:

- Effective supervisory and teaching skills
- Ability to model for volunteers a client-centered, compassionate, non-judgmental approach
- Ability to set boundaries and adhere to eligibility and other program guidelines
- Ability to manage multiple tasks and priorities
- Ability to respond immediately and constructively to crisis situations in a calm, positive manner
- Detail-oriented with strong organization skills
- Effective oral, written, and electronic communication skills
- Experience with Microsoft Office and using electronic databases to gather and report information
- Ability to work independently and also as part of a team
- Valid Iowa driver’s license (or ability to get one) and dependable transportation

Application Requirements: Please send a cover letter and resume to sarah.witry@jccrisiscenter.org with “Emergency Assistance Coordinator” as the subject line by Wednesday, July 15.

The Crisis Center of Johnson County is a United Way of Johnson and Washington Counties Partner Agency and an Equal Opportunity Employer.