Portage Community Center
Making Life Better

325 E. Centre Avenue
Portage, MI 49002

POSITION: **EMERGENCY ASSISTANCE COORDINATOR**
REPORTS TO: **EXECUTIVE DIRECTOR**

EXPERIENCE/EDUCATIONAL BACKGROUND: Bachelor's Degree in Human Services related field and related experience. Program supervision experience.

QUALIFICATIONS: Ability to provide intake and/or referral with knowledge of community resources. Demonstrated effective communication skills. Ability to relate positively with wide range of individuals and groups. Demonstrated organizational abilities including program development and implementation. Experience with Microsoft Office 2007 and older. Ability to multitask and work with deadlines.

RESPONSIBILITIES:

1. Coordinate, implement & maintain records for the Emergency Assistance Program which include:
   a. Food Pantry and Loaves & Fishes;
   b. Financial Assistance;
   c. Surplus Baked Goods Donations/Distribution;
   d. City CDBG & other grant funded - Transportation Assistance;
   e. Eye Exams & Glasses - provide screening for the Portage Lion's Club;
   f. Back to School Supplies/Back Pack Annual Agency Event - recruit customers, schedule other services/programs to augment the event;
   g. Budgeting assistance one-on-one, as necessary per individual customer

2. Coordinate & maintain records for the Holiday Program which includes:
   a. Holiday Food Baskets (Thanksgiving & Christmas);
   b. Children's Holiday Party.
   c. Adopt-a-Family

3. Coordinate and facilitate the Senior Commodity program.

4. Recruit qualifying customers for PCC programs and events.

5. Develop and assess outcome based evaluations for the above programs

6. Orient & supervise volunteers for the Emergency Assistance & Holiday programs.

7. Orient & supervise adult court ordered community service workers.

8. Recruit & coordinate all adult volunteers for related programs.

9. Provide liaison with appropriate community agencies and organizations.

10. Create E-Letter for Emergency Assistance customers on a quarterly basis.

11. Assist with the annual Volunteer Recognition Dinner & fund raising events as necessary.

12. Promotion of programs throughout the community as necessary.

Interested candidates should send a cover letter & resume to:
Chris Buckley, Executive Director
chris@portagecommunitycenter.net
Deadline is June 15, 2015