

Portage Community Center

Emergency Assistance Coordinator

Responsible for food pantry, financial assistance & related support services. Knowledge of community resources, effective communication skills.

Full time - salary range \$26,000 - \$28,000, benefits. Minimum: BA and experience in human service related field. Exp with Microsoft Office 2007 and Access.

Send resume to Portage Community Center, 325 E. Centre, Portage 49002. Deadline February 15, 2013. EOE