

## **Emergency Assistance Coordinator**

South County Community Services is a small nonprofit located in southern Kalamazoo County dedicated to improving the lives of residents of our service area—particularly those whose income, age, or disability makes their lives more difficult. The Emergency Assistance Coordinator focuses on helping low-income families and individuals meet their basic needs. Important functions include the distribution of financial assistance, management of the food and basics pantry, coordination of food drives and community events, and Department of Health and Human Services (DHHS) Navigation.

This position is salaried. The EA Coordinator will be expected to work 8:30am to 5pm, Monday through Thursday, with a 30-minute unpaid lunch, and occasional weekend and evening events. Compensation ranges from \$24,000 to \$36,000 annually, depending on experience. South County Community Services does not offer health insurance.

### **Position Requirements:**

- Minimum of a Bachelor's degree with an emphasis in human services area and a minimum of two (2) years of experience in human services, including volunteer work or student internship
- Ability to operate Office Suite, particularly Access and Excel, with proficiency, as well as phones, copier, and other office tools
- Good communication skills with people of all ages and backgrounds
- Ability to be creative and flexible and deal effectively with stressful situations
- Capability of making responsible and independent decisions and judgments.
- Consistent use of good problem-solving skills.
- Good organizational skills
- Preference will be given to those with experience working with low income families

### **Essential Functions:**

- Case management including client intake, needs assessment, creation of a work plan with appropriate resources and referrals, and consistent follow-up and evaluation of client services.
- Management of annual Resource Guide
- Responsible for frequent communications to clients about resources and opportunities
- Attendance at, and some coordination of, events, including but not limited to: Backpack Bonanza, Simply Give, Summer Picnic, and Holiday Parties
- Coordination of food drives, including but not limited to: Postal Food Drive and CROP Walk
- Management of the food & basics pantry and senior food programs, which includes working with clients, acting as a contact with other food providers, transporting and hauling food, inventory and storage management, and coordinating volunteers
- Responsible for compliance with strategic plan and annual budget
- Client and agency advocacy with partner agencies and community at large
- Perform limited janitorial services on a regular basis (ie regularly vacuum, clean bathrooms, or take out trash)

If you are interested in applying, please send an updated Cover Letter and Resume to [ddowning@southcountycs.com](mailto:ddowning@southcountycs.com) by May 15<sup>th</sup>, 2019.

We look forward to hearing from you!