

# Community Resource Coordinator

## Astoria Warming Center

### **Description:**

The Astoria Warming Center is a low-barrier, seasonal shelter and off-season resource center for unsheltered people in Clatsop County. The Center is seeking a team member who wants to assist in the flow of information between service agencies, the Unsheltered, and community members. In the immediate future, this person will also communicate with guests and the community about COVID-related issues.

The position requires a clear communicator (both written and verbal), organized with effective time management skills, demonstrating a willingness to learn and adapt, and showing collaborative and problem-solving with our guests. The ideal candidate for this position is also ready to take in large amounts of information through emails (and other diffusions) from relevant organizations and turn that information into actionable policies and procedures. Lastly, we are looking for a tech-savvy candidate.

This is a full-time position that is in development. Duties will evolve over the first year, so adaptability is key. The schedule for this position is flexible. This position reports to the Executive Director.

### **Job Duties/Responsibilities:**

#### *Guest & Center Services*

- Approaches guest needs and concerns with an investment in human dignity and a drive to problem solve
- Connects guests to relevant community resources through a combination of research and networking with community organizations
- Demonstrates conflict resolution skills, seeking to maintain a safe environment for guests, other staff members, and volunteers
- Manages non-overnight and off-season services, such as showers and laundry

#### *Community Outreach*

- Stays up-to-date (through research and networking) on evolving policies and resources for reducing the spread and impact of COVID-19 on Clatsop County
- Transmits all community health information to guests, other staff members, and volunteers ● Coordinates opportunities and resources for guests, other staff members, and volunteers with other community organizations (such as pop-up vaccination clinics)
- Develops and maintains the Center's reputation as a problem-solver in the community ● Travels to different parts of Clatsop County to offer information, aid, and support to Unsheltered populations
- Manages the Center's presence at the Sunday Market and other potential venues for outreach and visibility-building

#### *Administrative Duties*

- Reads informational emails from local and state organizations and keep track of evolving policies

pertinent to the Center.

- Clarifies all information into actionable policies and procedures to make sure the Center is “up-to-date” on best practices, particularly pertaining to community health
- Maintains records and statistics to aid in capacity-building
- Works with the ED to assure all pertinent deadlines are met for grants, aid, and reporting.
- Supports the Center by maintaining digital records.
- Troubleshoots Technology issues when applicable.

## **Qualifications**

- As a prerequisite, a successful candidate must believe in the mission of the Astoria Warming Center and the Trauma Informed Care approach to interactions with guests.
- Strong organization skills and a knack for identifying and sustaining efficient systems.
- Attention to detail
- Ability to sift through large amounts of information and distill the highlights to the ED and Board
- Good management skills and communication with volunteers and guests.
- Ability to create and maintain professional boundaries with volunteers and guests.
- Self-driven and innovative
- Desire to work as a teammate with the ED and Board to build the impact of the Center in the community. (This is a highly collaborative position)
- Expertise in Microsoft Word, Microsoft Excel, Google Drive, Google Sheets, and Google Docs.
- A valid driver’s license

## **Pay**

This is a full-time position at \$40-43K based on experience.

Interested candidates should send a cover letter and resume to:

[astoriawarmingcenter@gmail.com](mailto:astoriawarmingcenter@gmail.com).

Position is open until filled.

The Astoria Warming Center is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.