OVERVIEW
Position: Associate Coordinator
Organization: Bethel Lutheran Church
Job Location: 312 Wisconsin Avenue, Madison, WI 53703
Start Date: January 5, 2015
Employment Type: Regular FTE (minimum 40 hours/wk)
Salary: $30,000 + benefit package (including medical, dental, paid vacation, retirement)
Reports To: Associate Pastor/Director of Congregational Care
Coordinator of Bethel Homeless Support Services

AGENCY DESCRIPTION
Summary: Bethel Homeless Support Services (BHSS) strives to build meaningful relationships with homeless and at-risk individuals while fostering a safe, supportive, and accepting community that honors the dignity and self-respect of every person. BHSS operates a day center open 8:00am-4:00pm Monday through Friday where homeless and at-risk individuals can find shelter, access resources, and engage in an encouraging, social setting.

Services: The day center offers unlimited computer use, a biweekly clothing/hygiene pantry, bathrooms, telephone access, food and beverages, and a limited financial assistance program. In addition, the programming at BHSS also includes a homeless support group, a Book Club, a Timebank store, biannual retreats, and in-reach by various service providers. Moreover, BHSS also has staff and volunteers present to assist with referrals, advocacy, information on resources, employment searches, resumes, housing searches, applications, ID/Birth Certificate/Social Security Card recovery, accessing healthcare/mental health treatment/AODA treatment, acquiring government benefits, and much more. Most importantly, BHSS works to cultivate a social support network for Madison's most vulnerable, alienated, and disadvantaged residents while collaborating with other service providers to deliver comprehensive care. All are welcome regardless of religious affiliation.

POSITION DESCRIPTION
Summary: The Associate Coordinator will work with the Coordinator to manage and improve programming and services to those experiencing homelessness or at-risk of becoming homeless as well as assist in operating Bethel Homeless Support Services' drop-in day center.

Responsibilities: Duties include but are not limited to administrative functions such as maintaining financial records, managing contracts, updating website information, maintaining social media, meeting consumer reporting requirements, fundraising/grant writing, communications, service coordination, and maintaining service usage data. This position at times will also require attending meetings with Bethel staff and the BHSS Board of Directors, representing BHSS at the Homeless Services Consortium and Homeless Issues Committee, and assisting in supervising the Latino Ministry's bi-monthly Breakfast for the Homeless. In addition, the Associate Coordinator will assist in supervising the drop-in day center and helping consumers with tasks listed above.
Preferred Qualifications:
- Strong organizational and administrative skills including proficiency with Microsoft Office
- Ability to function well in a demanding, high-stress environment
- Strong interpersonal skills; ability to work with diverse and challenging populations
- Strong conflict-resolution skills with the ability to manage confrontation effectively
- Strong critical thinking and problem solving skills
- Strong written and oral communication skills
- Understanding of the various challenges individuals experiencing homelessness confront
- Understanding of community resources and services available to the homeless a plus
- Associate, Undergraduate, or Graduate level work in related fields a plus (e.g. social work, sociology, psychology, administrative assistance, human services, non-profit management)
- 1-2 years work experience in related fields a plus (e.g. social services, mental health, AODA, counseling, restorative justice, non-profit management, administrative assistance)

NOTE: This is a position that requires the right personality more than the right qualifications. Do not be discouraged from applying for lack of qualifications.

To apply, please send a resume and cover letter to homelessministry@bethel-madison.org with the following format in the subject line:

   BHSS Associate Coordinator Application_[Last Name, First Name].

In your cover letter, please devote a brief paragraph describing what draws you to working with the homeless community.

Application Deadlines:
- Dec. 12 Applications Due
- Dec. 15-19 Interviews
- Dec. 22 Final Determination