



JOB DESCRIPTION

Community Resource Coordinator

Purpose: Responsible for building partnerships with local support agencies for the benefit of our neighbors, management of Intake volunteers, and administration of White Bear Area Community Emergency Fund.

Job Responsibilities

Connect neighbors to community resources.

- Maintain a working knowledge of local and county resources.
- Connect neighbors to other community resources including but not limited to: medical, mental health, chemical dependency, employment and training programs, food shelves, public assistance, SSI and SSDI, childcare, transportation, subsidized housing opportunities and legal assistance.
- Utilize Bridge to Benefits to make referrals.
- Attend monthly and quarterly network meetings.
- Administer funds and report funding of the White Bear Area Emergency Fund.
- Responsible for collection and compilation of necessary data and information for program reports, evaluation and reporting to funders.

Support, Train and Supervise Intake Volunteers.

- Provide training and ongoing professional development opportunities for intake volunteers.
- Engage volunteers in reflective dialogue and promote learning opportunities.

Promote the Food Shelf programs throughout the community.

- Participate in the education of the community, volunteers, service providers, and other interested parties with respect to client services and programs.
- Hold focus groups to identify barriers to accessing the food shelf.
- Promote services throughout the community by establishing relationships with local schools, service providers, community groups, churches, senior programs, youth programs and others.

Qualifications/Requirements: 3-5 years of experience in case management, community outreach, volunteer coordination, plus two years of experience working with homeless or low income population preferred.

- A strong commitment to providing food and support to our neighbors in need.
- Working knowledge of local resources in the White Bear Area.
- A positive, welcoming attitude and outstanding internal/external customer service skills, including handling difficult issues with sensitivity. Ability to conduct oneself in a professional manner at all times and to communicate effectively and appropriately with a variety of people from many cultures and diverse backgrounds.
- Demonstrated strong organizational skills; experience prioritizing projects and working on several projects simultaneously with interruptions. Efficient and accurate in completing tasks as required attending to detail, and able to anticipate and meet deadlines while working under pressure of multiple and changing priorities.
- Strong aptitude to work in a collaborative setting on multiple projects or programs.

Hours and Compensation: Schedule: M, W, F 9:00 am-12:00 pm and T, Th 2:00 – 7:30 pm. This is a part-time job at 20 hours a week including pro-rated holiday and vacation benefits.