



## JV Flex Position Description: Program Services Coordinator

**Position Title:** Program Services Coordinator

**Agency:** Blanchet House of Hospitality

**Program:** Meal Services

**Location:** Portland, OR

**Primary Service Category:** Food and Hunger

**Other Service Categories:** Homelessness/Housing Services

**About JV Flex:** JV Flex is a program of Jesuit Volunteer Corps (JVC) Northwest, which partners passionate individuals with values-driven organization for a year of service in Portland or Seattle. The JV Flex program offers opportunities in personal growth and formation, along with community-building through monthly meet-ups and two annual retreats with your local cohort of fellow volunteers. Participants of the JV Flex program are also AmeriCorps members, and will receive healthcare, childcare (if needed), a living allowance of \$15,100 and the \$6345 AmeriCorps education award upon completion to use for prior loans or further study.

**About Blanchet House of Hospitality:** Blanchet House is a nonprofit social services organization located in downtown Portland that provides food, clothing, and housing programs to people in need. The Meal Program serves nutritious breakfasts, lunches, and dinners six days a week. Populations served by Blanchet House of Hospitality include current or formerly incarcerated, immigrants and refugees, Indigenous communities, individuals with physical or intellectual disabilities, Latinx communities, LGBTQIA2S+ communities, seniors/elders, survivors of DVSA, teens/at-risk/opportunity youth, individuals experiencing housing instability and/or houselessness, and individuals with mental illness.

### **Position Description**

The Program Services Coordinator provides essential support to our houseless program services by assisting with volunteer check-in, in-kind donations, and meal service operations. In addition, the Program Services Coordinator will have opportunities to design and lead activities in support of our meal guest services. The Program Services Coordinator will receive an orientation to Blanchet House, including key concepts and skills they will need to perform their duties, including social issues, client population, and processes to use when solving problems.

### **Duties and Responsibilities**

**The Program Services Coordinator responsibilities will include:**

- Check-in volunteers and visitors, assist in-kind donors with donations (documenting donations for our records), and promote a safe and secure facility (30%)
- Assist volunteers with preparations for service (20%)
- Coordinate "Clothing Closet" operations and distribution (20)%
- Lead meal services, assigning and supervising volunteers and Blanchet House residents in their meal service duties (20%)
- Design and lead activities, projects, and drives in support of our meal guests (10%)



**Language Requirements:** English (fluent)

**Education Requirements:** High School Diploma

### **Additional Position Details**

#### **Physical Demands:**

Physical requirements are consistent with physical duties required of general office work and nonprofit program coordination, including:

- Lifting items weighing up to 50 pounds
- Pulling/pushing cart weighing over 100 pounds
- Frequent sitting and standing
- Frequent rising from a sitting position to assist people

#### **General Skill Requirements:**

The JV AmeriCorps member must be compassionate, empathetic, patient, and comfortable with taking initiative and problem solving.

#### **Computer Skills Requirements:**

- Ability to use Microsoft Office systems and platforms

**Special Conditions of Service:** JV AmeriCorps member will be expected to follow the organization's COVID-19 protocols and to take all necessary, mandated, and recommended precautions to keep themselves and others in our community healthy. Many Blanchet House clients experience physical and/or mental health disabilities, mental health and/or addiction crisis, and trauma. The JV AmeriCorps member must be able to safely and successfully work in a trauma-informed environment and with marginalized, vulnerable community members.

**To apply** for this and other JV Flex positions, please submit an online application at [jvcnorthwest.org/JVFlex](http://jvcnorthwest.org/JVFlex)