



## **JV Flex Position Description: Essential Needs Coordinator (Downtown)**

**Position Title:** Essential Needs Coordinator

**Agency:** Low Income Housing Institute (LIHI)

**Program:** Urban Rest Stop

**Location:** Seattle, WA

**Primary Service Category:** Homelessness/Housing Services

**Other Service Categories:** Food and Hunger, Social 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 Low Income Housing Institute:** The Low Income Housing Institute develops, owns and operates housing for the benefit of low-income, homeless and formerly homeless people in Washington state, advocates for just housing policies at the local and national levels, and administers a range of supportive service programs to assist those served in maintaining stable housing and increasing their self-sufficiency. Populations served by LIHI include children and families, 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 homelessness, and individuals with mental illness.

### **Position Description**

Join the Low Income Housing Institute team at our Downtown Seattle Urban Rest Stop in Seattle as the Essential Needs Coordinator on the front lines of helping people experiencing homelessness receive crucial hygiene services, resource support, and community donations to assist clients in transitioning from homelessness to housing. At the URS, which provides free laundry, showers, and restrooms for the Seattle homeless population, the Essential Needs Coordinator will assist staff in providing hygiene services for clients, provide clients with resource information and referrals to housing, shelter, employment, food, education, health care, child care, treatment and other programs, and help organize donation and volunteer programs. The Essential Needs Coordinator will play a critical role in helping people and families exit homelessness and poverty and gain stability, self-sufficiency, and permanent housing.

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



### **Duties and Responsibilities**

- Coordinate with staff on provision of hygiene services for homeless clients (30%)
- Provide resource and referral information to homeless clients (30%)
- Receive, organize, and provide donations (20%)
- Organize volunteers and volunteer programs (10%)
- Update and maintain website and other online and social media tools (10%)

**Language Requirements:** English (fluent).

**Education Requirements:** Bachelor's degree

### **Additional Position Details**

#### **Physical Demands:**

- Lifting and carrying 10-15 pounds
- Frequent bending or kneeling
- Standing for long periods of time

#### **General Skills and Interest Requirements:**

- Organizing and coordinating schedules
- Analyzing and interpreting data
- Problem-solving
- Communicating with the public

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