



## Site Coordinator

- Full-time, non-exempt (hourly) position
- Reports to the Senior Program Manager
- Salary \$25-27/hour, commensurate with background and experience
- M-F 10 – 7:00 schedule. Occasional weekend shifts may be required.
- Position is based in Redding, CA Company does not pay relocation costs
- Interested candidates may send a brief cover letter and resume to [employment@norcalunitedway.org](mailto:employment@norcalunitedway.org)

### The Mission and Opportunity

United Way of Northern California (UWNC), based in Redding, is part of the world's largest philanthropic network and the globe's largest non-governmental funder of social services. UWNC fights for the health, education, and financial stability of all residents in its nine-county territory and is there for residents in times of crisis. UWNC aims to expand operations fully throughout the region. Services include but are not limited to, the 211 human services helpline; crisis and disaster relief and recovery; financial stability programs; activities that address homelessness; COVID-19 education, information and mitigation, and more.

### Job Summary

The Site Coordinator is responsible for the management of facility operations, residents supervision and administrative support as needed, for the South Market Micro-shelter community in accordance with City Ordinances and guidelines outlined in the South Market Micro-Shelter Community (MSC) Operations and Services Manual. The Site Coordinator will work in coordination with the Case Management Staff, residents of the community and service providers to ensure a safe and healthy environment for all, operating always under the principles of equity and inclusion that are fundamental to the work of UWNC.

### Principal Job Responsibilities

- Provide direct supervision of shelter facility operations and programs in coordination with case management staff and Resident Advisory Council Members.
- Manage all vendor contracts, purchases and supporting documentation; and submit accounts payable and account receivable to the Program Manager.
- Build a sense of community through coordination of on-site enrichment activities and developing good relationships with participants.
- Interpret, explain and enforce South Market Micro-Shelter Operating Guidelines and Policies in order to observe and redirect residents.
- Through shift rounds, greet residents, conduct facility inspections for cleanliness, safety and security
- Attend and support weekly MSC Resident Council Meeting and any MSC Host Entity Team Meetings.
- Maintain accurate site records in various information management systems; and generate reports as

requested.

- Ensure the program utilizes harm reduction and housing first principles
- Plan and facilitate MSC Advisory Council.
- Establish and maintain collaborative relationships with community agencies, government agencies and professionals.
- Schedule and coordinate services, routine maintenance and repairs.
- Participate in program and agency trainings as assigned.
- Manage site logs (shift logs, write-ups, overnights, etc.)
- Perform inspections of units as deemed necessary by MSC Program Manager or Case Manager.
- Maintain and execute confidential information according to privacy standards.
- Refer immediately all Public Relations and Media inquiries to the Program Manager for response.
- Coordinate and manage community donations.
- Check and respond to emails and voicemails on a regular basis.
- Other duties as assigned.

### **Preferred Skills and Attributes**

- Personable; works well in a team environment
- Ability to collaborate to achieve shared goals
- Strong verbal and written communications skills
- Adept at building and maintaining community and group dynamics
- Flexible work style, including ability to work independently as well as in a team environment with a high level of productivity and initiative
- Comfortable and effective interacting with individuals from diverse backgrounds and varying socio-economic circumstances, especially those experiencing homelessness.

### **Qualifications**

- Experience leading, supervising, scheduling, and/or coordinating others
- Minimum AA degree or equivalent experience; bachelor's degree preferred
- Minimum one year of experience working with those experiencing homelessness
- ACES training or other trauma informed education or experience with community engagement and outreach to vulnerable and homeless populations.
- Demonstrated computer abilities. Proficiency in Microsoft Office suite, especially Word, Excel, and PowerPoint. Familiarity with grants management platforms and CRM software a plus
- Bilingual/multilingual a plus
- Must be able to work comfortably on a keyboard through an eight-hour shift, lift up to 25lbs, and move comfortably around the site daily.

*United Way of Northern California offers medical, dental, and health benefits; paid vacation and sick time; 12 paid holidays per year; company-paid life insurance, 401k Retirement Savings Program, and an Employee Assistance Program.*

*UWNC is an Equal Opportunity Employer.*

*Employment at UWNC is contingent on submission to background checks, including criminal and DMV checks.*

*All employees at UWNC are required to have been vaccinated against COVID-19.*