



Crowley House of Hope

Client Coordinator

JOB SUMMARY

Under direct supervision of the Chief Executive Officer, intake and qualify potential clients for emergency assistance and/or programs to ensure the mission of the organization is met and the clients of the community are served.

PRIMARY DUTIES AND RESPONSIBILITIES

Interview potential and existing clients by processing client applications to verify residence, income, and social security numbers to determine if they qualify for assistance. Process vouchers for financial assistance, create and update existing files, answer incoming phone calls, answering questions as necessary, prepare monthly reports for food bank, attend monthly Crowley House of Hope board meetings and share reports, operate cash register, sort donations, and assist in the Thrift Store as needed. Take applications to qualify clients for special programs, schedule appointments for programs, and attend programs to ensure continuity of services. Serve as an additional resource to customers, clients, and volunteers when Chief Executive Officer is not available. Provide news, updates, and information to website coordinator and partnering organizations and churches. Assist Chief Executive Officer with relating to House of Hope sponsored programs.

QUALIFICATIONS

- Exhibit ability to understand and comprehend basic administrative office tasks
- Cooperate with others within the organization and the general public
- Speak and deal tactfully and effectively with others
- Communicate and understand written and oral instructions
- High School Diploma or GED
- U.S. Citizen
- Education background or previous work history in a nonprofit setting
- Bilingual a PLUS but not mandatory
- Ability to lift 40-50 lbs.
- Ability to work Wednesday thru Saturday from 9 a.m. to 4 p.m. with additional hours as needed

Job Details

Category

Part – time
Non-Profit Organization

Hourly

\$15-\$20 per hr.

Published

September 5, 2018

Closing

September 26, 2018

To submit resume:

- Via email to Chastidygloria@sbcglobal.net
- Mail to PO 300 – Crowley, TX 76036 or
- Hand deliver to 200 N. Magnolia St. – Crowley, TX 76036
Attn: Chastidy Gloria, Chief Executive Officer