

Warming Station Resource Center Coordinator

Employing Entity: Northeast Oregon Network (NEON)

Project Coalition: Union County Warming Station (UCWS)

Compensation and Schedule: \$44,782 to \$46,467 per year, set by NEON's standardized compensation scale. This salaried position is 40 hours a week with full benefits. NEON offers employee health, dental, life insurance, Employee Assistance Program, retirement match, a flexible work schedule, professional development, and wellness incentives (90 minutes paid activity or wellness time per week as part of a 40-hour schedule). Working hours will vary and may include days, evenings, and weekends depending on the availability of volunteers and program needs.

Working Conditions: This position may work out of the La Grande NEON office, the Union County Warming Station (location TBD), or a separate resource center location. Personal vehicle is required, with mileage reimbursed at the federal rate. The NEON office is family-friendly and NEON strives to provide a flexible and supportive work environment. Significant time will be spent in office, working face to face with program guests, doing computer work, and on the phone. Some lifting and light cleaning will be required.

Application Instructions

Interested parties should submit a current resume and cover letter that addresses the qualifications and experience below. Position open until filled. For more information or to apply, contact Connie Sherrard at csherrard@neonoregon.org.

General Description of Duties: Establish and coordinate services related to information, referral and follow up for community members experiencing housing insecurity or homelessness.

Specific Duties and Responsibilities:

- Provide information, referral and follow up to guests who seek assistance.
- Stay up-to-date on local resources and opportunities that will be helpful to guests
- Maintain a space that is welcoming, safe, inclusive, and helpful to all community members; this includes regular basic cleaning, tidying and organizing materials and donated items
- Monitor center guests to ensure compliance with warming station policies and standards
- Gather, maintain, and restock printed resource materials so they are accessible to guests
- Perform basic maintenance to ensure resource center computers remain functional and secure
- Promote leadership of guests, i.e., as volunteers, speakers, letter writers, board members, etc.
- Work with the UCWS Board to create, implement, and monitor Resource Center and related Warming Station policies and procedures
- Follow UCWS fiscal policies and procedures including petty cash and receiving donations.
- Delegate and oversee the work of Warming Station/Resource Center Volunteers, including developing volunteer position descriptions as needed
- Assist with fundraising, including grant writing for the Warming Station
- Support UCWS community organizing efforts; attend and help facilitate meetings, establish and maintain relationships with partners, city officials, supporters, and other stakeholders

Qualifications: It is expected that these qualifications will be demonstrated through a range of lived, work, and volunteer experience in addition to formal training and education.

- Community Health Worker certification is strongly preferred. Will train as a CHW (at no cost to the employee) if hired without certification.
- Knowledge and/or lived experience of housing instability and/or homelessness
- Knowledge of social service systems and local community resources
- Strong written and verbal communication skills sufficient to communicate effectively with partners, and supporters, ie, memos, basic correspondence, funding requests, email.
- Good people skills, including strong connection to and engagement with community members, partners, volunteers, and supporters
- Organized
- Flexible
- Ability to research concepts related to the work and mission of the warming station to learn and contribute to organizational success
- Knowledge and ability to learn/operate basic computer software programs and equipment
- Community development/organizing experience and skills

Preferred:

- Ability to interpret rules and regulations of a system and work within them to meet goals
- Public presentation skills
- Experience leading groups
- Marketing and graphic design experience
- Grants writing and grants management

About the Union County Warming Station: The Union County Warming Station is a volunteer-run effort to preserve the life and health of those with no place to sleep during cold Union County winters. We offer safe and warm sleeping accommodations overnight during the winter months as well as food and warm drinks. This position will seek to add daytime Resource Center activities to support guests with additional resources and Community Health Worker services.

About NEON: NEON is a 501(c)3 nonprofit health collaborative serving Northeastern Oregon. NEON launched in 2004 from a small group of individuals who recognized the value of community collaboration in ensuring the health of our residents. Currently, NEON offers health insurance enrollment and navigation, support and training for Community Health Workers and other frontline professionals, and community COVID support services. We also support other community coalitions with the goal of creating a healthier Eastern Oregon.

Northeast Oregon Network is an equal opportunity employer and prohibits discrimination on the basis of race, color, religion, national origin, sex, age, or disability.