



PROGRAM COORDINATOR

This position requires you to be in the community five days a week 7:30am-3:30pm.

ORGANIZATIONAL INFORMATION

Georgetown Ministry Center ("GMC") is a vibrant and growing nonprofit that provides services for chronically homeless individuals whose needs are often not met by the social services system. GMC operates two drop-in centers, conducts purposeful street outreach, and runs various winter programs that offer sanctuary from the streets. GMC's unique presence in Georgetown makes us an essential part of the net of services to the city's unhoused population. *We seek lasting solutions to homelessness one person at a time.*

POSITION: Program Coordinator

OFFICE: GMC Drop-In Center, 1041 Wisconsin Avenue, NW Washington, DC and GMC Drop-In Center, 1556 Wisconsin Ave NW

Salary: \$18-\$21/hour

JOB DESCRIPTION AND MAJOR RESPONSIBILITIES

Are you looking for a dynamic opportunity to have a meaningful impact on your community? Georgetown Ministry Center ("GMC") is seeking a community focused Program Coordinator to support the community we serve by supporting Drop-In Center operations, and conducting street outreach to a caseload of high-priority people experiencing homelessness. As Program Coordinator, you will adhere to a consistent schedule that includes coverage supporting and managing Drop-In services and regularly scheduled outreach. Responsibilities include but are not limited to:

- Create a welcoming environment that provides dignity and respect to our unhoused guests as we help to meet their daily basic needs.
- Manage the shower, laundry, and computer queues as well as serve coffee, lunch, snacks and meet basic needs of daily guests.
- Assist in training and supervising volunteers.
- Ensure that the program sites are clean and restocked every day.
- Canvas the Georgetown neighborhood to build relationships with unhoused neighbors and the local community.

- Assist individuals experiencing homelessness in Georgetown with connecting to appropriate resources and applying for identification documents, entitlements, and other benefits.
- Leverage de-escalation techniques to resolve conflicts with guests.
- Access the Homeless Management Information System (HMIS) to input outreach engagements, VI-SPDAT assessments and daily data.
- Participate in the community-wide activities that promote GMC's goals.
- To actively build and cultivate an inclusive working space of peers, and guests alike.
- To be culturally aware of and responsive of understanding ways implicit bias, personal identity and power dynamics impact guests, stakeholders, peers, and systems with the understanding to create a homogenous inclusive work environment.
- All other duties as assigned.

MINIMUM QUALIFICATIONS:

- Minimum Associates degree or some college
- Minimum of two, (2) year of experience working with individuals/families experiencing homelessness, behavioral health, substance abuse or similar issues with documented certifications
- Strong work ethic, positive energy and attitude, empathetic outlook, excellent written and verbal communication, and flexibility
- Commitment to service and passion for GMC's mission.

DESIRED QUALIFICATIONS:

- Preferred Bachelor's degree in human service-related field.
- Spanish proficiency preferred.

WORKING CONDITIONS:

- Must be able to lift and/or carry up to 20 lbs.
- Able to handle physically demanding work- to include but not limited to: standing and/or walking up to 6 hours per day.

BENEFITS:

GMC is proud to offer comprehensive benefits that support the continued health and wellbeing of our team including: medical, dental and vision insurance; short-term disability, long-term disability and life insurance; employer retirement contributions; generous paid leave and annual professional development funds.

To Apply: Submit your resume and cover letter by email to rebecca@gmcgt.org with “Program Coordinator” in the subject line.

GMC values diversity in thought and experience and is committed to a diverse workplace. GMC is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, national origin, sex, gender identity or expression, sexual orientation, age, marital status, personal appearance, family responsibilities, genetic information, disability, matriculation, political affiliation, veteran status, or liability for service in the Armed forces of the United States. People of color, people with lived experience, veterans and LGBTQ+ persons are strongly encouraged to apply.