



Outreach and Program Coordinator

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: Outreach and Program Coordinator

Salary: \$20-22/hour

Hours: 40hrs/ per week. Hours vary based on operational needs. Typical daytime hours are between 7:30 a.m. to 3:30 p.m. **One week per month requires overnight and evening shifts.**

JOB DESCRIPTION AND MAJOR RESPONSIBILITIES

Are you looking for an opportunity to have a meaningful impact on your community? Georgetown Ministry Center (“GMC”) is seeking a community focused Outreach and Program Coordinator to support the community we serve through our Outreach and Sanctuary programs.

GMC outreach programs provide low-barrier services for individuals experiencing homelessness in the Georgetown area. As an Outreach and Program Coordinator the goal is to meet guests where they are, addressing barriers to accessing community resources and support services. Provide information and referrals to appropriate community agencies, healthcare providers, housing programs, and other social services. This position serves as a bridge between Outreach and Sanctuary, an overnight program for individuals that operates at least once per month, with additional openings as needed during times of increased community need (such as severe weather emergencies, heightened safety concerns within the unhoused community, or increased policing affecting unhoused individuals). This program supports individuals living outdoors by providing a short-term safe haven and access to additional care and resources.

As Outreach and Program Coordinator you will support GMC's Outreach and Sanctuary programs. Responsibilities include but are not limited to:

- Create a welcoming environment that provides dignity and respect to our unhoused guests as we build community and meet basic needs.
- Conduct regular outreach throughout Georgetown to build trusting relationships with individuals experiencing homelessness.
- Distribute essential outreach supplies, including food, water, hygiene kits, clothing, and other basic necessities to individuals experiencing homelessness.
- Support implementation of Sanctuary program including recruiting participants to join the program and staffing evening and overnight shifts during Sanctuary week
- Maintain all daily outreach and program data.
- Ensure that the program sites are clean, well-maintained and supplies are restocked every day.
- Assemble and disassemble supplies and equipment needed for programs.
- Continuously assess and maintain a clear understanding of evolving guest needs to provide responsive, respectful, and client-centered services.
- Leverage de-escalation techniques to prevent and resolve conflicts with guests.
- Be culturally aware of and responsive to 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.
- Ability to work during **typical operating hours of 7:30 am to 3:30pm**. Additionally the ability to work overnight and evening hours during Sanctuary program operations, **which is approximately 4 nights per month**.
- Ability to commit to assigned shifts and scheduled days throughout each activation period when the Sanctuary program is open.
- Minimum of two, (2) years 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 and aligned values.

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 50 lbs.

- Walk approximately three miles and remain mobile while conducting street-based outreach activities.
- Able to remain awake and alert overnight while guests are sleeping

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 taylor@gmcgt.org with “ Outreach and 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.