



**Gateway Homeless Coalition, Inc.**  
P.O. Box 326 • 695 Flemingsburg Road • Morehead, KY 40351  
Telephone: 606-784-2668 • Toll Free: 877-627-5754 • Fax: 606-780-7628  
[www.gatewayhouseky.org](http://www.gatewayhouseky.org)

## **Intake Coordinator**

Part-time job

### GENERAL RESPONSIBILITIES

- Serve as first point of contact for the general public: answering phones, receiving donations, greeting visitors and guests
- Complete initial application and intake paperwork with individuals applying for shelter or other services
- Assist clients with daily needs as well as direct services , e.g., completion of applications for housing, employment, public benefits
- Assist with general shelter operations: track donations, provide receipts to donors, stock food pantry and supply closet, write thank you notes, complete room inspections, shelter cleaning and maintenance, as needed
- Track client services and assist with preparation of monthly service reports
- Assist with maintaining client files and other administrative duties
- Other tasks, as assigned by the Executive Director

### EDUCATION, EXPERIENCE & OTHER SKILLS

- High School diploma
- Strong writing and organizational skills
- Strong computer skills
- Attention to detail
- Excellent customer service skills
- Willingness to patiently work with individuals in crisis
- Ability to work well in a fast-paced, small team environment
- Good time management skills

Part-time employment - 32 hours per week - EOE

Interested individuals should send a resume and cover letter to:  
[jobsearch@gatewayhouseky.org](mailto:jobsearch@gatewayhouseky.org).

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Morehead, KY 40351-1023