

Gateway Homeless Coalition, Inc.
695 Flemingsburg Road
Morehead, KY 40351

Job Title: Intake Coordinator
(Part-Time Employment Position: 34 hours per week)

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 data entry and 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

This position is directly accountable to the Executive Director.

Interested individuals should send a resume AND cover letter to:
jobsearch@gatewayhouseky.org