

## The Family Center is looking for a Shelter Coordinator – and it could be YOU!

Are you a **team leader** who is **organized, positive, detail-oriented and dependable**? Can you juggle many things at once – and still meet deadlines? Are you **non-judgmental** and can work with people of diverse cultural, racial, socio-economic and lifestyle backgrounds? Do you project **positivity and empower others**? Do you have a strong work ethic?

The Family Center has a career opportunity that might be just what you are looking for!

We are looking for a full-time Shelter Coordinator. In this position, you will provide case management, support and outreach to victims of abuse who are working toward violence-free futures. You will work with shelter staff and advocates to coordinate shelter activities and post-shelter living, in accordance with funding sources. You will also work with outside resources and agencies to provide further support for survivors of abuse.

This full-time position is Monday through Friday (first shift), and pays \$23 per hour. You'll also get vacation, emergency time, and paid holidays.

### What are we looking for from you?

- Bachelor's degree in a related field or equivalent experience desired
- One year supervisory or management experience
- Good oral, written, interpersonal communication and active listening skills
- Ability to work independently and as a team. Good conflict resolution skills
- Able to work with people from diverse cultural, racial, socio-economic and lifestyle backgrounds
- Able to handle crisis situation calmly and in a fast-paced environment; good problem-solving and decision-making skills. Possess good conflict resolution skills
- Understanding of domestic and sexual abuse dynamics, and trauma-informed practices
- Able to maintain confidential counseling and advocacy relationship as a priority
- Office skills including Microsoft Office
- Have a maintain a safe driving record and valid driver's license
- Represent The Family Center in a professional, positive manner

If you are checking off the boxes and think this job is a good career fit for you, send your cover letter and resume to:

The Family Center  
Attn: Tricia Fancher

500 25th St. N.  
Wisconsin Rapids, WI 54494  
FAX: 715-421-3036

Email: [director@familyctr.org](mailto:director@familyctr.org)

Application deadline: Open until filled

