

UNITE A NATION



JOB TITLE: ORGANIZATIONAL COORDINATOR

JOB CATEGORY: NON-EXEMPT

LOCATION: SOUTH LOS ANGELES

POSITION TYPE: PART-TIME

HR CONTACT: DANIELLE LAFAYETTE
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PAYROLL STATUS: HOURLY

Unite a Nation (UAN) is an award-winning 501c3 nonprofit organization. The vision of UAN is to close the wealth and achievement gap for Black and low-income communities in South Los Angeles. The mission of Unite a Nation is to change the world by building a social movement and driving positive community and economic empowerment.

As an Uplift California Award-winning organization by then-Senator Holly Mitchell, and AT&T, UAN is committed to enriching our local community with economic and community sustainability and empowerment for prosperity. UAN provides housing, education, and advocacy. In addition, UAN's resources include mentoring, life skills, financial literacy, employment resources, job readiness, and training. Our focus is to combat COVID-19 with our housing, food, advocacy, and educational materials.

POSITION SUMMARY

The **Organizational Coordinator** is responsible for ensuring compliance with the policies and procedures of Unite A Nation's (UAN) Programs, including Nemehia's House, and the Healthy Lifestyle Living Program. The Organizational Coordinator acts as a role model for the participants; conducts risk & needs assessment to determine services required for each participant; including, temporary shelter, mental, health, substance use disorder treatment services, job training, placement, and other support services as needed. This role provides individualized and specialized support to the participants. Develops and maintains partnerships with mental health and substance use disorder treatment providers to connect participants with counseling, legal services, public benefits, transportation assistance, childcare, high school equivalency classes, housing, and other services as needed with the ultimate goal of helping participants transition to permanent housing and independent living. The Organizational Coordinator role will also coordinate and manage volunteer databases, training, and events. The Program Coordinator reports directly to the Executive Director.

UNITE A NATION



DUTIES & RESPONSIBILITIES

- Maintain a safe and sanitary living environment for the participants at Nemehia's House.
- Adheres to data and compliance, reviews applications and determines if application meets criteria, or recommends edits based on guidelines and criteria.
- Attend weekly team meetings, and participates in ongoing trainings relevant to program supportive services
- Record participants progress, chart referrals, and schedule services as needed
- Evaluate participants progress periodically and make adjustments as needed
- Coordinate partnerships, workshops and trainings and connect clients to resources
- Coordinates with internal and external stakeholders to ensure participants have the necessary items to secure housing and meet their housing goals
- Provides advocacy to help address issues and barriers between landlords and participants that may prevent move-ins
- Advocacy and coalition building with community partners
- Provide oversight and general operations of the home, including but not limited to: housekeeping, assisting participants with activities of daily living (hygiene, bed making, keeping doctors/therapy/case management/court appointments, and assigning chores).
- Tracks and maintains household inventory of food, office supplies, cleaning supplies, laundry supplies, hygiene supplies and is responsible for keeping necessary items well stocked.
- Additional tasks, projects, and responsibilities as assigned by Executive Director

NECESSARY SKILLS AND QUALIFICATIONS

- College degree preferred
- 2+ years of nonprofit experience, preferably in housing/social services
- Ability to demonstrate empathy and a non-judgmental attitude when engaging with persons experiencing homelessness
- Possesses a high level of understanding for individuals who present for services with mental health and physical health needs
- Excellent verbal, written communication, and advocacy skills
- Comfortable with conflict resolution and impeccable customer service skills
- Ability to prioritize roles, tasks, and meet deliverables on time
- Proficient in Google Suite (Microsoft Word, Excel, Access, PowerPoint), Zoom, and other technology
- Travel is a regular duty for this position and is required 15% of the time
- Use of a personal vehicle to travel between worksites and other locations is required
- Must have and maintain a valid California Driver's License and auto insurance in good standing

PHYSICAL DEMANDS, ENVIRONMENTAL CONDITIONS, EQUIPMENT

The physical demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of the job. Reasonable accommodations

UNITE A NATION



may be made to enable individuals with disabilities to perform the essential job functions. Staff members may be in contact with individuals and families in crisis who may be ill, using substances, and/or not be attentive to personal health and safety for themselves. The staff member may experience a number of unpleasant sensory demands associated with a program participant's use of alcohol and drugs, and the lack of personal care. The staff member must be ready to respond quickly and effectively to many types of situations, including crisis situations and potentially hostile situations. Staff member is required to: walk and climb stairs; handle, finger, grasp, and feel objects and equipment; reach with hands and arms; communicate, receive, and exchange ideas and information by means of the spoken and written word; be mobile by moving oneself from place to place quickly and easily; repeat various motions with the wrists, hands and fingers; be able to have visual activity for (including, but not limited to) administrative and clerical tasks; drive personal vehicle in and around Los Angeles County; be able to enter various buildings that may require climbing stairs; be subjected to outside environmental conditions; use a computer, and copy, postage, and fax machines; complete all required forms in personal writing.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If you require an accommodation, please make sure to inform the Executive Director as soon as possible.

EQUAL EMPLOYMENT OPPORTUNITY

Unite a Nation is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected Veteran status.

TO APPLY

Submit resume, (2) professional references, cover letter, including why you are interested in this HR@uniteanation.org, with subject header: **Organizational Coordinator**