

The Inn of Southern Arizona Inc. is hiring Site Coordinators!

Our Site Coordinators will coordinate shelter operations while on shift. Including welcoming families and individuals released by Border Patrol or ICE, assisting with providing basic needs while at the shelter and coordinating onward travel support.

The perfect candidate for this role will possess leadership traits and management skills. The ability to multi-task and remain calm in an at times high demanding environment.

Other responsibilities for this role may include (but are not limited to):

- Assist with client intakes.
- Coordinate and provide support to volunteers, for food delivery, and other tasks as needed.
- Provide direct assistance to the guests to understand purchase of bus or plane tickets, understand their travel, identify health or safety needs.
- Communicating regularly with Shelter Director
- May drive personal vehicle on company business
- Provide support for program activities such as organizing donated goods, tracking supplies and inventory, community outreach events, volunteer communications, program troubleshooting, volunteer orientations as needed, and other tasks as they arise.

Compensation: \$17/hr

Diversity Policy for The Inn of Southern Arizona

At The Inn of Southern Arizona, we courageously confront racism and discrimination. We establish best practices that embed our values at the core of who we are and actively recruit the participation and inclusion of Southern Arizona's diverse cultural and social groups in all activities, at all levels of policy development, and throughout all decision-making processes.

We do not discriminate in employment practices, volunteer opportunities, or delivery of programs and services on the basis of race, religion, gender or gender identity (including gender nonconformity and status as a transgender individual), gender expression, sexual orientation, age, ancestry, citizenship, ethnicity, familial status, socioeconomic status (economic circumstances), color, creed, sex (including pregnancy), phases of parenthood, national origin, marital status, veteran status (past, current, or prospective service in the armed forces), genetic information, physical characteristics or appearance, mental or physical disability, or any other status prohibited by applicable law.

In all our work and ministry at The Inn of Southern Arizona we celebrate diversity.

Please send cover letter and resume to: theinnofsa@gmail.com

