

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

Our Site Staff oversee and perform onsite shelter operation activities while on shift. This position is responsible for coordinating and carrying out the performance of daily activities, including but not limited to: welcoming families and individuals released by the Department of Homeland Security, assisting with providing basic needs while at the shelter, and coordinating onward travel support. The Site Staff report directly to the Shelter Director and work closely with the Volunteer Coordinator.

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

- Conduct Intake of guests.
- Coordinate work of unpaid volunteers in activities that may include delivering meals or other supplies to guests.
- Provide information and guidance to guests and/or their families to understand how to arrange and pay for travel.
- Assist guests and staff to identify potential on-site health and/or safety concerns.
- Communicate regularly with the Shelter Director.
- Operate a personal or company vehicle while on company business.
- Provide support for other program activities, such as organizing donated goods, tracking supplies and inventory, attending community outreach events, contributing to volunteer communications, providing orientation to new volunteers, conducting site tours, etc.
- Other duties as deemed necessary by the Shelter Director.

Required qualifications:

- Be at least 18 years old.
- Have a high school diploma/completed GED.
- Have a valid driver's license, issued within the United States.
- Be a U.S. citizen, Legal Permanent Resident (LPR), or DACA recipient/others who possess required work authorizations. Organized and efficient.
- Dedicated to the safety and wellbeing of our guests – always working in the spirit of solidarity.
- Be familiar with internet-based tools and Microsoft Office (Excel, Word, etc.).
- Ability to remain calm and multi-task in an environment which can be, at times, demanding.
- Be able to make decisions on the fly that are in the best interest of the organization, as well as our guests and their families.
- Strong relationship building, diplomacy, and networking skills; ability to effectively build internal and external relationships.
- Ability to effectively communicate in English and Spanish.
- Complete criminal background check and drug screening.

Preferred qualifications:

- Have some college education.
- Have experience working with nonprofits.
- Have experience working with vulnerable/at-risk populations.
- Understand the humanitarian situation at our Southwest border.

- Comfortable navigating cross-cultural communication.
- Have outstanding personal and professional references.

Compensation:

Full-time and Part-time roles available. Starting at up to \$19/hr. depending on experience.

This position will remain open until filled.

For consideration, please submit a resume and cover letter to hire@theinnofsa.org.

Qualified candidates will be invited to complete an in-person interview with our Shelter Director.

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. Arizona is an employment-at-will state.