Shelter Program Coordinator

Employer: Sojourner Family Peace Center

Sojourner Family Peace Center is seeking an experienced professional to work as a Shelter Program Coordinator. This position will support all residents that enter our 24 hour shelter by assisting them with advocacy and case management needs, as well as developing safety plans and goals to meet the individual needs of the residents. The Shelter Program Coordinator will also collaborate with SFPC management to ensure the domestic violence hotline is properly staffed 24 hours a day with volunteers and shelter staff, and is responsible for the recruiting, training, scheduling and supervision of volunteers at the shelter. Additionally, this position will serve as back-up in the event there is not proper coverage of the domestic violence hotline. This includes first, second and third shift coverage.

While the schedule is flexible, applicants must be available:

First shift: Tuesday and Wednesday*

Second shift: Sunday, Monday and Thursday*

**Shifts may be interchangeable*

QUALIFICATIONS: Requires a Bachelor?s degree in a job related major and three to five years of related experience; or two years of college with job related coursework and six to eight years of professional experience in advocacy, case management, or related field; or a combination of education and experience. Master?s degree preferred. Knowledge of the domestic violence victim advocacy service system through direct work experience required. Bilingual preferred.

Send resume and salary requirements to:

Sojourner Family Peace Center

Attn: Human Resources

135 W. Wells St., 4th Floor

Milwaukee, WI 53203

Or email: hr@familypeacecenter.org

Sojourner Family Peace Center is an Equal Opportunity employer and service provider operating under an Affirmative Action and Civil Rights Plan.

Deadline for applications: 7/1/13
Go live:
May 16, 2013
Contact: hr@familypeacecenter.org

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