



Home ReSource (HR) is seeking a hard-working, experienced candidate committed to social justice and community sustainability as our Work Programs Coordinator to administer the Work Programs, refine program design and procedures, strengthen community relationships, and support and empower program participants.

Home ReSource is a triple bottom-line (economic, environmental and social) non-profit organization that operates a retail store and deconstruction services. Home ReSource's mission is to collect and sell reusable building materials to reduce waste and build a more vibrant and sustainable local economy. We channel used building materials to those in need and educate the broader community about reuse. We are a social venture on the cutting edge of sustainable, just business practices with a fun, fast-paced, hard-working learning culture and strong community ties that intersect with all aspects of our diverse Missoula society.

The Work Programs employs people who experience barriers to employment including seniors, at-risk youth, veterans, adults who were formerly incarcerated, low-income adults with families, and individuals with disabilities, providing job skills and reuse training to approximately 15-25 individuals/year (5-8 participants at any given time).

By providing meaningful work and basic job skills and training, Home ReSource offers a supported work experience that can lead to high quality, living-wage employment. Individuals who lack recent work experience are prepared for re-entry into the workforce. The Work Programs are an essential component of our social bottom line, are part of our sustainable business model and building a vibrant local economy, and participants contribute important skills and work. Participants come to us through multiple partnerships at the local, state and federal level.

Job Duties

Direct Service, to include: direct work with participants in our retail store; interview and assess participants for placement; assign appropriate vocational goals and co-create skill development goals and task lists for individual participants; provide orientation, daily support and guidance, supervision and progress planning; work with store managers to schedule and assign tasks and duties to ensure appropriate training.

Program development, to include: foster and maintain new and existing partner agency relationships; ensure forms and procedures are properly executed and records kept; evaluate and improve effectiveness of Work Programs individual and programmatic outcomes, system efficiencies, task delegation, and participant involvement documentation.

Other

Participate occasionally in activities related to non-profit administration and management, including but not limited to Staff meetings, trainings, answering phones, etc.

Desired skills and qualifications include:

- Effective communication skills, including supervising and empowering participants, building partner relationships and communicating with HR staff and program managers.
- Knowledge and understanding of issues and dynamics of program participants (individuals or families experiencing crisis relating to poverty, disability, and other barriers to employment).
- Experience with or willingness to learn basic construction and building materials reuse.
- Understanding of non-profits, program assessment management, and larger social and environmental systems in which our organization nests.
- Ability to work independently and collaboratively with diverse populations and agencies.
- Self-motivated, hard-working team player, willing to take initiative and direction
- A Master's degree or 3-5 years relevant experience in social work, counseling, workforce development and/or working with people with disabilities.
- Committed to social and environmental justice.

Position Specifics:

30 hr/week salaried position with benefits.

\$32,000 - \$35,000 FTE (\$24,000 - \$26,250 .75 FTE).

Details and How to Apply:

Submit a resume and cover letter describing your interest and relevant experience to Katie Deuel (katie@homerresource.org) or drop by Home ReSource, 1515 Wyoming, Suite 100, Missoula, MT.

We will begin reviewing applications July 15th. No phone calls please.

Check out our website for additional information about Home ReSource: www.homerresource.org