



Site Manager | Part-Time Independent Contractor

ABOUT NOHO HOME ALLIANCE

NoHo Home Alliance (NHHA) is a 501(c)(3) Non-Profit dedicated to addressing the pressing issue of homelessness in the Los Angeles Area, with a specific focus on the San Fernando Valley. NHHA was established with the aim of mobilizing members of the community to tackle one of the most critical issues within the community: homelessness. We operate a unique Relational Homeless Outreach Model through a Drop-In Access Center for unhoused neighbors. Participants of our Drop-In have the opportunity to develop points of contact with anywhere from 2-12 volunteers and staff who form a network of trust. This network, is buttressed by the safe, resourced space we cultivate to holistically support the dignity and wellness of our guests. By meeting both immediate needs (food, clothing, device charging, showers) as well as sustaining care (no-barrier mail service, document supporting, housing referrals, etc.), we work with our unhoused neighbors towards their next best step.

SUMMARY

We are seeking a compassionate and organized Site Manager to oversee our Drop-In Access Center for people experiencing homelessness. As Site Manager, you will support logistical coordination of our operations and robust volunteer community. Site Managers also play a key-role in cultivating a safe and welcoming environment for our guests.

This is a Part-Time position, working five (5) hour shifts, 2-3 shifts a week (10-15 hours/week). The position does not offer benefits.

RESPONSIBILITIES

- *Volunteer Coordination:* Supervise on-site volunteers, providing guidance, support, and training
- *Program Operations:* Ensure the Drop-In Access Center runs efficiently and adheres to established timelines. The Site Manager is the lead on-site, and makes operational decisions in accordance with NHHA policies and Site Manger instinct.
- *Set-Up & Tear Down:* Coordinate the set-up and tear-down of the Drop-In's Access Stations, ensuring all necessary supplies, materials, and volunteers are prepared for full operation.
- *Daily Logs and Data:* Lead data collection of guest utilization, including logs and reports for aggregate and individual program planning. Provide accurate and timely reporting of activities and incidents.
- *Supply & Inventory:* Monitor program supplies (kitchen, hygiene, clothing, and program) and submit supply requests to ensure maintenance and re-supply,
- *Organization:* Maintain a clean, safe, and organized site which supports effective and standardized Drop-In Operations, before, during, and after programming.
- *Program Development:* Participate in regular and ad-hoc volunteer meetings, provide feedback on program operations, and contribute to program enhancement and development as part of a team committed to continuous improvement.

REQUIRED SKILLS AND QUALIFICATIONS

- Experience with providing services to persons experiencing homelessness.
- Working knowledge of harm reduction, trauma informed care, and Housing First modalities.
- Access to a reliable means of communication to stay connected with the organization and volunteers.
- Proficient in de-escalation techniques to handle challenging situations.
- Comfortable and skilled in utilizing technology for communication and record keeping purposes.
- Inclusive values and willingness to serve people from diverse cultural background, nationalities, gender orientations, and sexual orientations.
- Punctuality and reliability to fulfill scheduled shifts.

POSITION DETAILS

1. Part-Time: With hours available on Monday, Wednesday, or Friday, 7:30am-12:30pm. Minimum 2 shifts per week, with a possibility of more.
2. Daily Hours: Not to exceed 6 hours. Entitled to a 15-minute break after 3 consecutive hours of work



3. Wages: \$19/hour to start, 10-15 hours a week
4. Benefits/PTO/Sick Time: None. Independent contractor position.
5. Equipment Used on the Job: office equipment, computers, push carts, racks, kitchen equipment.
6. Physical Activity Required To Perform Job

Physical Activity Required	Never	Less than 1	1-2	3-4	5
Standing			X		
Walking				X	
Sitting			X		
Lifting under 10 pounds				X	
Lifting 10-25 pounds				X	
Lifting 25-50 pounds			X		
Lifting over 50 pounds	X				
Carrying under 10 pounds				X	
Carrying 10-25 pounds			X		
Carrying 25-50 pounds	X				
Carrying over 50 pounds	X				
Pushing/Pulling under 10 pounds			X		
Pushing/Pulling 10-25 pounds		X			
Pushing/Pulling 25-50 pounds	X				
Pushing/Pulling over 50 pounds	X				
Reaching above shoulder height				X	
Reaching at shoulder height			X		
Reaching below shoulder height				X	
Talking					X
Hearing					X
Vision					X

While performing job, employee required to		How Often
Twist		S
Stoop/Bend		F
Squat		O
Kneel		S
Crawl		S
Climb Ladders		S
Climb Stairs		S
Walk on uneven ground		O
KEY	F= Frequently	O= Occasionally
		S= Seldom

7. Working Environment: Employee works inside: 40%, outside 60%. Wood and carpeted flooring in inside program areas, cement flooring in kitchen and in exterior program areas.

TO APPLY: Email your resume to info@nohohome.org, along with a short paragraph about why you're interested in this position and what brings you to this work (300 words maximum). Please submit by **Wednesday, May 24th, 2023.**