



JOB DESCRIPTION

Position: Men's Shelter Support Specialist
Program: Guadalupe Homeless Project (GHP)
Status: Full-time, Non-Exempt (40 hrs/week)
Reports to: Program Director
Payrate: \$21.00-\$22.00

Organizational Background: Proyecto Pastoral was founded in 1986 to empower the Boyle Heights community through grassroots projects in education, leadership, and service. Proyecto is a highly effective community-based organization that focuses on building residents' leadership to create change in their community. Our initiatives include: Guadalupe Homeless Project, an emergency shelter and clothing distribution center for recently immigrated men and senior-aged women; IMPACTO, a multi-faceted youth development program; Early Childhood Education Centers, focused on preparing children 18 months to 5 years old for Kindergarten; and Comunidad en Movimiento, focused on civic engagement and leadership development. Proyecto Pastoral is the backbone organization for Promesa Boyle Heights, a cradle-to-college/career initiative. Proyecto Pastoral serves nearly 8,000 children, youth, and families.

KEY RESPONSIBILITIES:

Shift: Monday-Friday 3:30 p.m. to 12 a.m.

- Provide direct, person-centered support to shelter residents with professionalism and respect.
- Professionally and effectively interact with all shelter residents to promote a welcoming and supportive environment.
- Create, coordinate, and facilitate participant-centered activities for Men's Shelter residents, including games, light physical activities, and arts and crafts, to promote engagement, skill-building, and overall well-being.
- Help maintain a safe, structured, and supportive environment for all shelter residents.
- Manage resident locker assignments and support appropriate use of storage areas.
- Distribute clean towels, blankets, and sleeping bags in accordance with shelter procedures.
- Coordinate dinner pick-up and support meal distribution as needed.
- Support residents' use of shared living and dining areas to ensure cleanliness, safety, and accessibility.
- Respond appropriately to residents' daily needs while adhering to shelter policies and procedures.
- Maintain required Security Guard Card and comply with all safety and security protocols.
- Organize Donations.
- Perform other duties as assigned by the supervisor.

General Proyecto Pastoral Employee Organizational Responsibilities

- Demonstrate enthusiasm for Proyecto Pastoral and a strong commitment to its mission, including its community building vision and founding Jesuit values
- Be an active and positive team member supporting other staff members
- Participate in Proyecto Pastoral events and activities

SKILLS AND ABILITIES

- Knows how to time manage and prioritize
- Compassion: Shelter staff see people during moments of trauma or crisis, when they can be feeling vulnerable or in pain
- Flexible, resilient, self-starter with a good sense of humor.
- Ability to work flexible hours (i.e. evenings and some weekends).
- Ability to speak and write in Spanish
- Must have a valid California driver's license, clean driving record, and access to a car.

EXPERIENCE AND EDUCATION

- A minimum of two years experience working with people in crisis or that demonstrates knowledge of shelter operations and purchasing; preferred experience in Boyle Heights and/or in similar communities.
- Experience working collaboratively with diverse staff, program participants and community members.



Proyecto Pastoral at Dolores Mission

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www.proyectopastoral.org

- Knowledgeable about community resources and counseling strategies
- Ability to motivate others towards achieving goals
- Ability be culturally sensitive and to work in a variety of settings with culturally-diverse clients

Proyecto Pastoral is an equal opportunity employer. **Interested applicants should send resume and cover letter to hr@proyectopastoral.org**