



319 S. Lincoln St., Laramie, WY 82070 \* Phone: 307-742-7273 \* [www.safeproject.org](http://www.safeproject.org)

SAFE Project's mission is to advocate for and empower survivors of stalking, intimate partner, family, and sexual violence. Our education and awareness efforts are focused on prevention and improved community response.

### **JOB ANNOUNCEMENT: Shelter and Housing Coordinator / Advocate**

Position is full-time with excellent benefits including paid health, dental and vision benefits, paid holidays, vacation, sick time, wellness/self-care hours, family leave, and Wyoming Retirement.

**Starting salary: \$40,000 - \$42,500 DOE**

**Opening Date: March 25, 2025**

**Position open until filled**

**Job Summary:** The Shelter and Housing Coordinator will work from the SAFE Project office at 319 S. Lincoln Street and report directly to the SAFE Project Executive Director. This position is both an advocate and a shelter manager, with important and crucial advocacy duties including crisis intervention, services, support, safety planning, and referrals to survivors of stalking, intimate partner, family and sexual violence, specifically those staying in SAFE Project's emergency shelter. Responsible for meetings with clients, intake paperwork, sheltering survivors and their kids and pets, assisting with Protection Orders, some transportation, and accompanying clients to the hospital, court, and other agencies, as well as providing ongoing advocacy and follow-up case management and resources to shelter residents and working with clients on housing, employment, and future sustainability. The person in this position will supervise daily operation of the shelter; program door codes, provide housing and employment related case management, track confidential data for reporting purposes, handle general maintenance and upkeep of the shelter including restocking supplies and coordinating repairs, and maintain inventory of onsite and offsite storage units.

Required to take the 24-hour hotline for one overnight shift each week, one weekend every 4-6 weeks, and some holidays. (An on-call stipend is paid for hotline shifts.) The selected candidate must successfully pass criminal history and background checks and complete SAFE Project's direct services/advocacy training within 90 days of being hired. The training typically takes place over evenings and weekends for a two week period.

### **Skills and qualifications:**

- Associate's or Bachelor's Degree or equivalent experience
- Two years of case management or related experience preferred
- Excellent leadership and communication skills (written, oral, and public speaking)
- Ability to work some evenings and weekends
- Experience with diverse populations preferred
- Ability to work independently with limited supervision
- Team player
- Proficient use of technology, including Google workspace programs
- Must complete SAFE Project's 40-hour advocacy training
- Valid driver's license and reliable transportation

**To apply, please submit a resume and cover letter to Director Amy Haefner at [director@safeproject.org](mailto:director@safeproject.org).** Questions may be emailed. EOE. *Apply early for full consideration, as the position is only open until filled.*