



SHELTER. SUPPORT. SOLUTIONS.

Resource Center Associate, Part-Time Job Announcement

The **Resource Center Associate** is part of a team working to provide a safe, welcoming environment where people who are experiencing homelessness and not connected to resources or services can go to engage in services. From homelessness to coming home, Pillars provides shelter, support, and solutions to address the housing needs in our community.

We are seeking a responsible and energetic individual with a passion for serving people experiencing homelessness to work 15 - 20 hours per week. The Resource Center Associate fosters hope and healing by coordinating day room activities, assessing and meeting the needs of our guests, leading and facilitating groups, creating a safe and clean environment, and maintaining the group schedule. The Pillars team leads with the agency values of Respect, Collaboration, Empowerment and Grit.

Job Type: Part-Time
Pay: \$13.81 per hour

Preferred Background and Shift Details

Customer service experience is a plus! Previous experience working with individuals experiencing homelessness or poverty is great! High School diploma or equivalent required.

We are searching for an employee who is available to work 15-20 hours per week during the day between 8:00am – 4:00pm, various days, Monday through Friday. Employees at the Resource Center must be 18 years old or older.

Work Environment

The Resource Center Associate must occasionally lift and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Current COVID Protocols

COVID protocols are subject to change based on recommendations from the CDC and/or local health department recommendations.

To Apply

Send Application, resume and cover letter to :

Tracy Melzl, Human Resources Assistant, Pillars, Inc., 605 E Hancock Street, Appleton, WI 54911

Pillars is an Equal Employment Opportunity employer committed to achieving a diverse workforce and to maintaining a community which welcomes and values a climate supporting equal opportunity and difference among its members. All qualified applicants will receive consideration for employment without regard to race, national origin, color, religion, age, genetics, sex, sexual orientation, gender identity, disability or veteran status.