



DIMITRI HOUSE

To serve our neighbors in need with love and acceptance, joining them on their journey toward self-sufficiency.

Operations & Client Services Coordinator

The Operations & Client Services Coordinator is responsible for overseeing the daily operations of all programs run by the two-employee not-for-profit agency, Dimitri House. Current programs include: Emergency Food Cupboard, Drop-In Lunch Program, Mamczur Place Apartments, Dimitri Affordable Safe Housing Program (DASH), and Thanksgiving Program. The Operations & Client Services Coordinator reports to the Executive Director of Dimitri House and exemplifies the accepted principles and mission of Dimitri House. Position includes interaction with clients and volunteers, administrative duties and coordination.

Amy Edwards
President

Eugene Rogalski
Vice President

Gene Renner
Secretary

Brianna Rawleigh
Treasurer

Directors:

John Albertini

Beth Timmerman

Heidi Markham

Marietta Smithrand

Keith Weber

Mike Harren

Laurie Prizel
Executive Director

Anjill Lee Burr
Program Coordinator

102 North Union
Street
Rochester, NY 14607
Phone: 585.325.1796
www.dimitri-
house.org

Responsibilities

- Build and maintain positive relationships with clients & volunteers;
- Provide part time case management to the six Mamczur Place residents.
- Recruit, train, coordinate, and schedule volunteers;
- Support daily implementation of programs;
- Monitor food stock, including completing weekly inventories and ordering;
- Occasional food preparation and serving; Food Safety Certification desired
- Grant writing; Support part time grant writer with program data.
- Prepare, modify, and file grant reports, documentation, and complete data entry as necessary, including monthly summaries of programs;
- Maintain and update online database records;
- Communicate with Executive Director, Board of Directors, volunteers, and outside vendors;
- Provide organization and documentation support for fundraisers as requested;
- Prepare quarterly reports (ESSHI, HHAP, DASH, Grants).
- Other duties as assigned by Executive Director.

Competencies

- Communication skills; Problem solving; Teamwork; Adaptability;
- Grants Gateway and HMIS experience desired.

Qualifications

Bachelor's degree in an applicable field - Social work, Psychology or Human Services, plus three (3) years' experience in program coordination/case management. Must have capability with MS Office Suite, desktop publishing, e-mail, and social media. Knowledge of standard business management and basic account record keeping. Must be able to sit, stand, walk, climb stairs, stoop, kneel, crouch, and lift to 50 pounds occasionally to a height of 3 to 4 feet. A commitment to enhancing services to help those experiencing poverty and homelessness in our community.

Salary Range: \$40K - \$45K