



Williamsburg Area Faith in Action Job Description: Intake Coordinator

Williamsburg Area Faith in Action (WFIA) is seeking an experienced Intake Coordinator to work part-time, 25-30 hours per week. Our mission is to help seniors and adults with a chronic illness or physical disability remain independent in their homes. WFIA is a strong social network matching people willing to help with those who need it. Services include transportation, grocery shopping, visiting, respite for caregivers, household chores, well-check calls and yard work.

We are looking for someone who is highly-motivated, flexible, and detail oriented, with excellent written and oral communication skills. This individual will be a great team player and have a genuine enthusiasm for the mission of our organization.

Responsibilities:

- Performs preliminary screening to determine client eligibility.
- Enter client data and updates to the program database.
- Respond to requests for service and general inquires.
- Coordinate the needs of WFIA's clients with the skills and availability of volunteers.
- Remotely check voicemail on the weekend.
- Performance of other duties as assigned related to the qualifications and requirements of the job.

Qualifications:

Minimum qualifications include a high school diploma. Proficient in the use of Microsoft Office applications. Excellent written and verbal communication skills.

Knowledge and Skills:

- Knowledgeable of general office duties, strong telephone skills & etiquette.
- Organizational skills and the ability to meet deadlines.
- Ability to multi-task.
- Must be able to work in a busy, fast-paced environment with accuracy and attention to detail.
- Flexible and able to adapt to changes.
- Willingness and ability to take initiative as appropriate, strong desire to learn and grow professionally.
- Ability to manage sensitive and confidential information with integrity
- Positive attitude and strong work ethic
- Excellent customer service skills and positive communication style
- Ability to function both independently and as part of a team with minimal supervision

This is a part-time hourly position working 25-30 hours per week with the potential to become full-time.

\$10 per hour

Benefits include paid time off including ten holidays.

Interested applicants should submit an application to Ashleigh Washington, Email: awashington@wfia.org, WFIA 354 McLaws Cir, Ste 2 Williamsburg, VA 23185 or Fax: 757-258-5846 by June 30, 2017.

Williamsburg Area Faith in Action is an Equal Opportunity/Affirmative Action/Equal Access employer and actively encourages applications from minorities, women, disabled persons and veterans.