**St. Joseph Worker, Trainer & Inventory Associate**

The mission of the Downtown Women’s Center (DWC) is to provide permanent supportive housing and a safe and healthy community fostering dignity, respect, and personal stability, and to advocate ending homelessness for women. Founded in 1978, DWC was the first organization to exclusively serve mentally ill and elderly homeless women on Los Angeles’ Skid Row. DWC provides permanent support housing to 119 women with special needs who were once without a home, along with a drop-in Day Center that 3000 women per year with basic needs resources, health and well-being services, and education and job-readiness programming. Please visit [www.DowntownWomensCenter.org](http://www.DowntownWomensCenter.org) for more information.

**Position Summary**

The role of the St. Joseph Worker will be to provide job-readiness training support and inventory management assistance within our social enterprise, MADE by DWC. We are seeking a highly creative, motivated, and detail-oriented Trainer and Inventory Associate. This positon will work closely within the vocational education and social enterprise department to support women in our job-training programs and coordinate our donations and inventory to meet the needs of our participants and our social enterprise stores. In addition, this position will provide training assistance and support to the participants of our job-training programs. This position will work as part of a team of creative and innovative staff, volunteers and participants and will report directly to the Product and Merchandise Senior Manager.

**Essential Functions**

* Assist in training and coaching participants within our 12-week job-training programing including teaching workshops within the curriculum
* Assist participants, utilizing Motivational Interviewing interventions, to help them reach their employment goals, including providing professional coaching and completing evaluations throughout the 12-week training program
* Assist participants in the job-training program with shipping and receiving of all handMADE products for wholesale and e-commerce accounts
* Provide coverage and supervision for participants in the job-training program at pop-up shops as needed to enhance their customer service skills
* Assist with sorting and allocation of incoming donations to meet the agency needs including; allocating items for residents and participants specific needs and stocking DWC’s resale boutique
* Assist with inventory of the resale merchandise including: donations, handmade products, and wholesale products to support the sales goals of the social enterprise
* Assist with support of group volunteers in various donation and job-training related tasks
* Other duties as assigned to support the needs of the department

**Necessary Skills/Qualifications**

* Bachelor’s degree in social work or related field
* Excellent active listening and crisis intervention skills with ability to exercise and model good judgment
* Able to solve problems by using creativity
* Strong interpersonal, written and oral communication skills; proven ability to communicate with diverse audiences
* Ability to manage multiple tasks and priorities, including proficiency in balancing direct service responsibilities with effective record keeping
* Strong administrative skills and proficiency in Microsoft Office Suite (Word, Excel, Outlook) required
* Criminal background check and clearance required
* Oral and written fluency in Spanish preferred

**Physical Requirements:**

* Able to lift up to 50 lbs.
* Able to bend, stoop, and reach frequently
* Able to stand up to 4 - 5 hours at a time