



**Partners in Housing  
Announcement of Open Position**

**Support Specialist & CEC Lead**

**Posted: August 24, 2020**

**Salary:** \$24,128 (\$14.50/hr) + Benefits Package

**Classification:** Regular, Full Time (32 hours), Non-Exempt

**Deadline:** Open until filled

*\*\* Due to COVID-19, this role will be 24 hours on-site (21 S. Wahsatch Ave) and 8 hours remote. Once post-COVID-19, this role will move to 32 hours on-site.*

**Website:** [www.partnersinhousing.org](http://www.partnersinhousing.org)

**Position Summary:**

Seeking a motivated and diligent Support Specialist & CEC Lead to join a passionate team at our Colorado House & Resource Center (21 South Wahsatch Ave). Under the general direction of the Individual Services Manager, this position will support Colorado House activities and provide limited childcare while Partner families are on-site for appointments.

**Principle Responsibilities:**

Full job description details and application are available at [www.partnersinhousing.org/employment](http://www.partnersinhousing.org/employment)

**Education/Experience:**

- High School diploma or GED.
- One-year experience working with children and knowledge of early childhood development.
- Proficient computer skills with experience in data entry.
- Bilingual Spanish/English a plus.
- Working knowledge or willingness to learn the dynamics of families experiencing homelessness.
- Ability to organize diverse tasks in a busy office.
- Ability to exhibit sensitivity to and serve those with difficult and unusual requests and situations.
- Ability to work with a variety of people on a regular basis effectively.
- Ability to be flexible.
- Strong communication skills (both written and oral) and good interpersonal behavior skills.
- Must be able to pass drug screen.
- Must be able to meet and receive a criminal records clearance.

**Submit a cover letter, resume, and an employment application (available online at [www.partnersinhousing.org](http://www.partnersinhousing.org)) to [jbirchmeier@partnersinhousing.org](mailto:jbirchmeier@partnersinhousing.org) or mail to Attn: Jillian Birchmeier, Partners in Housing, 455 Gold Pass Heights, Colorado Springs, CO 80906.**

PIH is a drug free workplace and equal opportunity employer. We do not discriminate in the conduct of any aspect of our mission, including employment, on the basis of sex, race, color, national or ethnic origin, religion, sexual orientation, gender identity or expression, age, physical disability, military or veteran status, or any other characteristic protected under federal, state, or local law.