

## **Humanity In Progress**

### **Basic Needs Program Assistant**

Humanity In Progress is seeking a part-time Basic Needs Program Assistant to follow up with participants, volunteers and vendors.

The ideal candidate will have a passion for providing respectful services to all people who are facing housing insecurity in Petersburg.

### **Who We Are**

Humanity In Progress is a growing nonprofit organization whose mission is providing connections of basic needs for people experiencing housing insecurity while educating the community on the importance of housing first and preventing homelessness in Petersburg.

### **What You'll Do**

The Basic Needs Program Assistant, who is based in Petersburg, Alaska and reports to the Board of Directors, is responsible for the following:

- Phone communication
- Customer service
- Work independently
- Confidentiality
- Work with diverse populations
- Basic computer skills
- Advertisement of events

### **Who You Are & Keys to Success (the must-haves)**

To be successful in this job, you will excel in these areas:

- **Customer Service:** You will provide excellent customer service to participants and donors.
- **Work Independently:** You are able to maintain work life boundaries and able to prioritize time and accept realistic workload and ask for assistance when needed.
- **Confidentiality:** You will provide services while maintaining confidentiality of participants.

If you were here right now, you would be:

- Meeting with participants providing folks with basic needs, such as food, clothing and hygiene supplies.
- Returning phone calls for applications.

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**What Else You Should Know**

Humanity In Progress is an equal opportunity employer and we value having staff who come from communities that are most impacted by our issue. We especially encourage people of color, LGBT+ people, transgender and gender non-conforming people, and people with disabilities to apply.

The position is Part-Time and based in Petersburg, AK. The salary for this position ranges from \$15 to \$17, with exact salary depending on experience.

**How to Apply**

Please send a cover letter and resume to Ashley Kawashima, Board Chair, at [employment@psghumanity.org](mailto:employment@psghumanity.org)