



**JOB POSTING**  
**Security & Safety Position**  
2019

**Position Reports to: Associate Director**

Ministry with Community (MwC), a Kalamazoo based non-profit whose mission is to empower people to make positive life changes, is seeking a skilled Security person to join their team! Ministry with Community serves people (members) experiencing homelessness, poverty, mental illness, addiction and other personal crises. The Security staff will assist members in accessing all services within the agency, while being proactive in resolving any safety concerns throughout our facility and on our property.

**Essential Functions:**

- Establishes working relationships with our members in order to best serve their needs.
- Ability to be proactive; to see and deal with potential safety issues before they arise.
- Ensures an environment of dignity and respect for all individuals.
- Participates in departmental and organization-wide meetings on a weekly basis.
- Assists members, volunteers, guests and donors at the front desk.
- Completes daily stocking and cleaning tasks; assisting with custodial duties as needed.

**Desirable Characteristics/Skills:**

- Excellent people skills with diverse populations: approachable, good listener, relates well to all types of people.
- Able to handle stressful and potentially unsafe situations effectively and patiently.
- Demonstrated ability to communicate, both verbally and in writing.
- Understanding and compassion towards people experiencing poverty, substance abuse or mental illness.
- Experience working in a fast-paced environment.
- Excellent conflict management and interpersonal skills.

**Qualifications:**

- 18 years of age or older.
- Commitment to diversity and customer service.
- At least one year of direct security and safety experience.
- Ability to effectively use a computer as well as Microsoft and database software.
- Ability to be on one's feet for an extended period of time.

**Hours:** Part-Time position, hours will vary during open facility hours 6:30AM-5:30PM, 7days/week  
(must be available some weekends and holidays)

**Wage:** \$9.45 per hour

This position requires mandatory drug screening and a background check.

**To Apply:** Please submit your resume and letter of interest to –

Associate Director, Ministry with Community, 500 N. Edwards Street, Kalamazoo, MI 49007

or email [jkarpus@ministrywithcommunity.org](mailto:jkarpus@ministrywithcommunity.org)

NO PHONE CALLS PLEASE