



## Position Announcement

### **Part-time Intake Staff Weekends – 2<sup>nd</sup> & 3<sup>rd</sup> Shifts Basic Needs Component Client Services Department Men's Shelter of Charlotte, Inc.**

Posting Closes: Open Until Filled

Men's Shelter of Charlotte, a private non-profit agency serving homeless men in Charlotte, North Carolina, is seeking qualified and enthusiastic **Part-Time Intake Staff** members to assist with intake and basic needs services to men accessing the agency's Statesville Avenue Campus emergency shelter. The Intake Team also manages the operational functions of the facility assigned to the shift. The facility operates 365 days per year. **Two of these positions are assigned to second shift, Saturday & Sunday, and one position is assigned to third shift, Saturday & Sunday.** The Part-Time Staff member reports to the Shift Supervisor. These are permanent part-time positions scheduled for 16 hours each weekend.

Ideal candidates will possess, at minimum, a bachelor's degree and a minimum of one year of relatable experience, or a combination of relevant experience and education to effectively perform the position's expectations. Knowledge of issues related to homelessness is strongly preferred. Ability to consistently work weekends is essential. The positions are paid \$12 per hour and are not eligible for agency benefits.

#### **Applications Instructions:**

Interested applicants must submit the following items:

- Letter of interest highlighting relevant experience, including why you want to work for a homeless services agency;
- Contact information (including phone, address, and email) for at least three (3) professional references, and;
- Resume (include complete work history).

#### **Submit completed application materials to:**

Anita Leach, Business Director  
Men's Shelter of Charlotte, Inc.  
PO Box 36471  
Charlotte, NC 28236

or

Email to [Anita.Leach@MensShelterofCharlotte.org](mailto:Anita.Leach@MensShelterofCharlotte.org)

**No phone calls, please. Previous applicants need not apply.**

Men's Shelter of Charlotte is an Equal Opportunity Employer. For more information about Men's Shelter of Charlotte, Inc. please visit [www.MensShelterofCharlotte.org](http://www.MensShelterofCharlotte.org).