



JOB DESCRIPTION

TITLE: Community Resource Navigator, Coordinador de Recursos Comunitarios

COLLEGE/SCHOOL/DEPT: Advancement

REPORTS TO: Director of Collective Impact

FLSA: Non-Exempt

SALARY: \$ 36,000 - \$40,000 (*subject to funding availability-one year term*)

Position Summary:

This position reports to the office of Advancement to support the distribution of resources including food to the communities of the Yakima Valley in collaboration with the work of Yakima Valley Partners for Education, school districts and other partners. This position is physically located on the Heritage University campus and establishes a resource depot for the distribution of items to community members. The work schedule may be flexible and will vary to accommodate the coordination of resource delivery, inventory, and distribution schedules.

Duties and Responsibilities:

1. Represents Heritage University in the most positive manner with prospective, former, and current students, clients, and the community we serve. Interacts effectively with a diverse group of stakeholders, funders, partners, and other community members. Learns and adheres to the operating practices and policies of Heritage University.
2. Upholds the Heritage University Mission Statement and the work of Yakima Valley Partners for Education.
3. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
4. Maintains data, inventory, surveys, and other documentation as required.
5. Communicate with volunteers and community leaders in a professional and constructive manner.
6. Organize and maintain records to respond to audits and maintain records with accuracy.
7. Co-develops the monthly and quarterly distribution activity schedule and helps coordinate communication with volunteers.
8. Uses a customer-service approach and learning approach when working with community members.
9. Maintains and fosters a culture of belonging, diversity, equity, and inclusion in alignment with the mission and vision of Heritage University, Yakima Valley Partners for Education, partners, and funders.
10. Performs other functions as necessary or as assigned to support the Office of Advancement.
11. Required to have and maintain good driving record, insurance, and responsible motor vehicle use.

Knowledge, Skills, and Experience:

- GED, High School Diploma a combination of work and school, academic experience is preferred.
- Exceptional ability to navigate and use spreadsheets, Google, and inventory procedures.
- Must have exceptional confidentiality and professionalism.
- Work well under pressure with deadlines, and ability to always communicate well with others.
- Customer service experience, disposition of service through in-person, email, phone, and committee work.
- Bilingual, bi-cultural experience, and skills preferred.

BENEFIT PACKAGE (benefit eligible is at least .75 FTE):

- Health Benefits - medical, dental, and vision
- No cost life insurance.
- Paid Time Off
- 18 Paid Holidays
- Matching 403(b) Contribution after a year of service.
- Tuition Waiver Program
- Additional plan are available for purchase. This includes AFLAC and additional life & ADD insurance.
- Many other employee engagement programs.

APPLICATION INFORMATION AND DEADLINE Applications should include the following:

- Cover Letter
- Resume
- List of References (*names, addresses & phone numbers of 3-5 current professional references*).
- HU Employment Application LINK:[HU App](#)

Review of applications will begin immediately and will continue until the position is filled.

To apply, please email application material to:

Humanresources@heritage.edu

Or

Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948

Heritage University is an equal opportunity/ equal access/ affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive order regarding non-discrimination and affirmative action.