



MOVE Mountain View is Hiring

Safe Parking Program Lot Manager Wanted

ABOUT THE ORGANIZATION:

Move Mountain View is a 501c3 non-profit organization provides Safe Parking and Case Work for client transition to housing. We serve approximately 150 vehicle dwellers on 6 safe parking lots in Mountain View and Palo Alto.

DESCRIPTION :

Overview: The MOVE Mountain View Safe Parking and Housing program provides safe overnight parking spaces for housing-insecure individuals and families living in their cars and RV's. MOVE Mountain View is a collaborative program between faith communities, social service agencies, county, and city governments. This position reports to the Program Coordinator. We are looking for a person with a demonstrated dedication to serving with our neighbors who are poor and housing-insecure.

REQUIREMENTS FOR A SUCCESSFUL APPLICATION:

- Ability to interact with clients with care and clarity.
- Comfortable in addressing and resolving conflict.
- Work safely in COVID safe ways using technology and distanced meeting.
- Able to exercise independent and sound judgment in unexpected situations.
- Basic office skills required include the use of spreadsheets, iPads, text communication, Zoom, Microsoft Teams, etc.
- Ability to understand and follow established policies and procedures.
- Ability to communicate clearly in writing and speech
- Valid driving license with safe driving record
- Operational vehicle, registered, and fully insured

EDUCATION AND EXPERIENCE:

- BA/BS degree or course work in relevant areas (ie. Management, Social Work, Ministry)
- Previous experiences serving the poor or homeless in the community
- 2 years previous managerial experience

TASKS INCLUDE, BUT NOT LIMITED TO:

- Client outreach including Screening interviews to determine eligibility for program
- Client intake and registration into program
- Update and maintain digital record keeping for lot attendance and client applications
- Prepare monthly reports on occupancy rate and usage of the safe parking lots
- Coordinate MOVE information services to clients by posters, handouts, etc.
- Interacting with Security Services providers
- Answering the 24/7 call phone for lot concerns or emergencies
- Lead weekly Lot Meetings with clients
- Communicate with clients regarding attendance, absences, or other problems
- Attend weekly staff meetings
- Communicate with service vendors
- Monitor rules and regulations compliance
- Bilingual (English/Spanish) preferred

COMPENSATION AND BENEFITS:

- Salary : \$52K per year
- Auto mileage reimbursement
- Health insurance
- Dental insurance
- Vision insurance

SCHEDULE:

- Monday to Friday
- 8 hour shifts, typically 10am to 6pm
- Some overtime and weekend work from time to time
- Work Location: 1 Main Office, 6 Safe Parking Lots near Main Office

THIS POSITION IS IDEAL FOR SOMEONE WHO IS:

- Team Player -- enjoys working in a collaborative work environment
- People-oriented -- enjoys interacting with people and working on group projects
- Adaptable/flexible – able to do work that requires some shifts in direction
- Detail-oriented -- can focus on the details of work while keeping the big picture in mind
- Achievement-oriented -- enjoys taking on challenges
- Innovative – able to work on tasks that require creativity

*Send Resume to:
Operations Manager, MOVE Mountain View
2672 Bayshore Parkway, Suite 920, Mountain View, CA 94043*