



Proyecto Pastoral at Dolores Mission

135 North Mission Road, LA, CA 90033
Phone (323)881-0018 Fax (323) 268-7228
www.proyectopastoral.org

JOB DESCRIPTION

POSITION: Guadalupe Homeless Project – Driver (Minimum 24 Hours Part-Time position)

Organizational Background: Proyecto Pastoral was founded in 1986 to empower the community through grassroots projects in education, leadership, and service. Our programs include the Guadalupe Homeless Project (GHP), emergency shelter combined with support services that help men and senior women transition into independent living; IMPACTO, an after school academic enrichment program for K-12 youth and the Aliso-Pico Recreation Center; Early Childhood Education Centers, focused on preparing children 18 months to 4 years old for Kindergarten; *Comunidad en Movimiento*, focused on civic engagement and leadership development; and Promesa Boyle Heights through which a 14-member collaborative of organizations and schools strive to create an educational cradle to college and career pathway for our youth. Proyecto Pastoral serves over 4,000 children, youth and families.

KEY RESPONSIBILITIES:

- Commitment to starting shift at 4:45 a.m.-8: 45a.m.
- Conducts transport of shelter residents to work-site and doctor appointments
- Support morning staff with morning routine(organize cots, cover breaks, support meal service)
- Other duties assigned by the director
- Adhere to agency policy, procedures and the professional code of ethics.
- Other duties as assigned by supervisor.

General Proyecto Pastoral Employee Organizational Responsibilities

- Demonstrate enthusiasm for Proyecto Pastoral and a strong commitment to its mission, including its community building vision and founding Jesuit values
- Be an active and positive team member supporting other staff members
- Participate in Proyecto Pastoral events and activities

SKILLS AND ABILITIES

- Enthusiastic about being part of a team, understands the importance of relationship building, verbal and written communication, organizational and time management abilities.
- Flexible and willing to support team
- Ability to work flexible hours (i.e. evenings and some weekends).
- Ability to speak and write in Spanish
- Must have valid California driver's license, clean driving record, and access to a car.

EXPERIENCE AND EDUCATION

- Minimum of 3 years experience driving passenger vans
- Clean driving record is a must to be able to add to organizational insurance
- Experience working collaboratively with diverse staff, program participants and community members.
- Ability be culturally sensitive and to work in a variety of settings with culturally-diverse clients

Proyecto Pastoral is an equal opportunity employer. **Interested applicants should send resume and cover letter to rroman@proyectopastoral.org.**