



Resource Navigation Coordinator

Join our *familia!*

About Us: Growing Home is cultivating a thriving, healthy, and equitable North Metro Denver by connecting people to services and programs to drive community action in the areas of food, housing, parenting education, and lifelong stability.

About the Role: Growing Home is seeking a bilingual (Spanish/English) Resource Navigation Coordinator to support Growing Home's mission and vision of cultivating an inclusive and community-centered environment. The position serves two primary functions: resource navigation and programmatic support and assistance. As a resource navigator, this team member connects families with the appropriate programs and services, both at Growing Home and in the community through education and referrals. In providing programmatic support and assistance, the Resource Navigation Coordinator provides high quality, participant-centered customer service to a wide variety of Growing Home stakeholders, ensuring a welcoming, positive first impression. The Resource Navigation Coordinator ensures that program staff have the tools they need to support their work. Other responsibilities of the Resource Navigation Coordinator include:

- Provide resources and strategic referrals to Growing Home individuals and families seeking services and support
- Support successful access to services offered by municipal, county, non-profit, faith-based, and other partner organizations
- Lead the development and ongoing maintenance of a robust library of resources for community members and participants
- Assist in promoting and referring families for Growing Home commitment-based and other programs, including explaining programs and eligibility to various stakeholders
- Attend resource fairs, programmatic events, and community networking events to elevate and promote Growing Home's programs as needed
- Answer agency main phone line and assistance emails to provide information and connect callers with the appropriate staff or referral to external agency
- Support intake for programs such as: utility assistance, rental assistance referrals, and other program areas
- Act as point of contact for programmatic logistical matters and maintain an updated Programs Calendar with meetings, event coordination, recruitment events, resource fairs, etc.
- Support Food Pantry in maintaining a consistent experience for participants, including greeting and checking-in participants

About You:

- Bilingual (Spanish/English) required (written and oral fluency necessary)
- Preferred minimum two years of experience in customer service, administrative support, and/or resource navigation
- Preferred high school diploma or GED
- Self-starter with the ability to manage time, responsibilities, organized, detail oriented, efficient, resourceful, flexible, and ability to effectively collaborate with others
- Excellent computer skills, specifically Microsoft Office Suite and ability to learn new technology

- Availability to work evenings and/or weekends as needed
- Ability to create a welcoming and inclusive environment

For a full job description, please click [here](#).

Why You Should Work at Growing Home

- Competitive Pay: \$38,000-42,000
- Company sponsored medical, dental and vision plans (employer pays 88% of premium for employee medical insurance; 50% for employee dental and vision insurance; 50% for dependents across medical, dental, vision plans)
- Optional 403(b) plan with 5% match after 1 year
- Paid vacation, sick, and holiday time
- Employer paid life insurance
- Cell phone stipend
- Wellness stipend
- Up to 5 hours of paid wellness time each week
- Company-paid mental health consultant
- Positive, friendly workplace
- Growing organization; ongoing opportunities for professional growth and development

Please apply [here](#). No walk-ins, please.

Growing Home strives to create a diverse, inclusive, and equitable workplace. Growing Home is an Equal Opportunity Employer.