



Safety. Healing. Hope.

SERVICE COORDINATOR | JOB ANNOUNCEMENT

The Service Coordinator is a full-time position responsible for the daily operations of The Treehouse Children's Advocacy Center. The Service Coordinator works with community partners, as well as with primary and secondary victims of child abuse and sexual assault.

ESSENTIAL DUTIES | KEY RESPONSIBILITIES

The Service Coordinator oversees first impressions with clients, multidisciplinary team partners, volunteers and the community at large. In addition, this position assists the Executive Director in completing data reports for funding sources, processing evidence requests, ensures the center is stocked with supplies, oversees in-kind donations, supports staff in the provision of direct services, assists families with the intake process, and other duties as assigned.

QUALIFICATIONS | SKILLS

- Bachelor's Degree in human service or related field.
- Self-motivated, dependable, and accountable with flexibility in daily schedule.
- Proficient in Microsoft Office and Google Suite to maintain data for reports, record keeping, and organizational purposes.
- Excellent communication skills, both written and verbal, with great attention to accuracy and detail.
- Ability to perform several tasks concurrently while practicing time management and organizational skills.
- Maintain strict standards of confidentiality.
- Experience in working with children and families as well as crisis intervention is preferred, but not required.
- Strong interpersonal skills, ability to listen well, and positively represent the organization and its mission.

APPLICATION REQUIREMENTS

Applicant must pass a criminal background check and may be subject to periodic drug screens. Applicant must provide a list of professional and personal references. **Please submit resume and references to Jackla Lawson at jackla@treehousethomasville.org by February 18, 2025.**