



*We Help Veterans & Families
Find More Peace in Their Life*

Family Care Coordinator

Paid Position Updated May 14, 2023

We are a Veteran & Family Resource Hub, 501-C3 non-profit, based in Frederick, CO, seeking an individual to help us with coordinating the support of our Veterans and their families. The work will occur in your home office with an acceptable workspace, such as a desk.

This person needs to have at least the following skills:

- Be a team player
- Have the ability to multi-task
- Be tech savvy
 - Proficient in the use of Email
 - Proficient in the use of texting
 - Proficient in Word and Excel, Outlook would be a bonus
 - Accurate typing and have an interest in learning new software
 - Use a smart phone for text and email
 - Have a Windows 10 or 11 computer and Internet access
- Be willing to have a background check
 - No charge to you
- Be willing to maintain confidentiality and sign a non-disclosure agreement
- Be willing to take 4 online courses about Veterans
 - No charge to you
- Good communication skills
 - Verbal, Written and Phone
- 16 hours per week based on the tasks to do
 - It is important to commit to and perform on the hours agreed upon
 - Be dedicated to helping our Veterans & their families, have the passion for Veterans
- Be kind, empathetic and considerate and not be offended by vulgar language
- Have private sector business office experience
- Believe in the original Constitution and what it stands for
- Belief in our American flag and what it stands for
- Organized and take excellent notes
- Excellent in follow through
- Good at managing time and use a To Do List and Calendar
- Be willing to conform to established processes
- Be willing to train in our home office for the first week

The coordinator will be an independent contractor so will be responsible for their own taxes. The position pays \$600.00 per month for two, 8-hour days per week. The primary day is Friday, the second one can be flexible based on the work load.

Please send your resume and 3 references to GregG@QualifiedListeners.org.