



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

Family Care Coordinator

Paid Position Updated September 16, 2024

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 and the ability to plug a desk phone (we provide) into your local Internet port.

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
 - Accurate typing and have an interest in learning new software (Sales Force experience a bonus)
 - Use a smart phone for text and email
 - Have a Windows 10 or 11 computer and Internet access
 - Agree to an Outlook account for your QL email address ____@qualifiedlisteners.org
- Be willing to have a background check at no charge to you
- Be willing to sign non-disclosure and non-discrimination agreements
- Be willing to take 4 online courses about Veterans at no charge to you
- Good verbal, written and phone communication skills
- 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, and have the passion for Veterans
- Be available to two, 3-hour training sessions in Frederick, CO
- Commit to Tuesday morning staff meetings (by Zoom) from 8 am to 9:30 am
- 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

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. 8 am to 5 pm, Mondays and Fridays

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