**PART-TIME POSITION AVAILABLE**

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**HOUSING LOCATOR FOR “GO AND DO LIKEWISE”** **ASYLUM PROGRAM**

We are a church-related program that helps locate housing for asylum-seekers in conjunction with the Casa Marianella refugee house, Saint David’s Episcopal Church, with the support of other Episcopal churches in the Austin area. Our mission is to help place immigrant families seeking asylum in apartments or houses and help them get on their feet by covering initial start-up costs and expenses.

**Primary Duties**

* Search for low-cost housing for asylum-seeking families
* Build a network of property owners who are open to renting to asylum-seekers
* Work with local realtors who can help find available properties
* Coordinate with utility companies' financial assistance programs
* Perform administrative duties such as filling out housing applications
* Work directly with asylum-seekers at Casa Marianella until move-in day
* Coordinate with other church programs to secure furniture and household goods
* Coordinate talks/presentations at Episcopal (and other) churches for the leadership committee.

**Skills and Attributes**

* Highly organized, persistent, outgoing, self-motivated, and personable
* Community work experience
* Flexible schedule
* Spanish, French, or Portuguese language skill would be helpful, but not necessary

The position is new and is a contract position. We expect it will evolve in responsibilities as time goes on. The person will work out of Casa Marianella and be supported by the “Go and Do Likewise”Leadership Council. Equal opportunity employer.

This position is part-time for up to twenty hours per week @ $20/hour. Flexible schedule.

Please submit a cover letter and resume to the Rev. Jim Harrington, jim@stjamesaustin.org.