



## Position Opening – Security Operations Associate

**Variable Part Time – 10-19 hours/week. Open shifts are primarily 8am-4pm & 4pm-12am, and may include weekends and holidays. Starting pay range: \$16.50-17.50/hour + 75¢ shift differential for 11p-6a shifts**

Greet clients and residents while you monitor the safety and security of our emergency domestic violence shelter facility. If you are able to remain calm in emergency situations and want to be part of a team committed to strengthen and empower the families using our services, this may be the position for you. 3<sup>rd</sup> shift provides flexibility to study during down time – perfect for students! Help make a difference in our community and the lives of our residents and clients.

### About DAIS:

Domestic Abuse Intervention Services (DAIS) empowers those affected by domestic violence and advocates for social change through support, education, and outreach. DAIS envisions a nonviolent community that actively promotes safety, peace, justice, and hope.

### Primary Duties:

- Manage building access at our 24-hour secured entrance.
- Monitor security systems.
- Greet all visitors, clients and building users.
- Respond to client's questions & needs.
- Respond to and exercise sound judgment during emergency situations.

### Qualifications:

There's no such thing as a perfect candidate. *You don't need 100% of the preferred qualifications to add incredible value to our team.* Our clients come from all different backgrounds, and so do our employees. If you're passionate about what you could accomplish here, and you meet the minimum requirements of the position, we'd love to hear from you. Persons of color and LGBTQIA+ individuals are encouraged to apply, as the strength of our team stems from our diversity. DAIS is an equal opportunity/affirmative action employer.

### Required:

- High school diploma or GED required.
- Ability to effectively handle crisis situations.
- Ability to maintain professional boundaries.

### Preferred:

- Reception experience
- Computer experience
- Handling confidential information experience

### How to apply:

- **Submit the following 3 things:**
  - ✓ Cover letter – tell us a little about yourself
  - ✓ Resume – tell us what you've done in the past
  - ✓ DAIS Application for Employment – found on our website <https://abuseintervention.org/jobs/>
- Incomplete applications will NOT be considered.
- Applications will be accepted until the position is filled.
- Complete applications may be submitted:
  - Via email as an attachment to: [daisemployment@abuseintervention.org](mailto:daisemployment@abuseintervention.org)
  - Via our website: <https://abuseintervention.org/jobs/>
  - Via fax or US Mail (address & fax number available on website)