Gateway Center
Atlanta, GA

Mission: The Gateway Center is designed to serve as the "gateway" to the community continuum of care that helps individuals move out of homelessness. The U.S. Department of Housing and Urban Development (HUD) defines a Continuum of Care as a local or regional system that provides the resources required to move homeless individuals toward self-sufficiency.

Job Title or Position: Client Engagement Associate

Responsibilities: Aid staff members in intake and assessment in the Client Engagement Center; compile, update and provide accurate information about community partner agencies and homeless service providers to clients; aid in the planning of special events i.e. volunteer appreciation events, volunteer activities; some administrative assistance

Qualifications: Interest in homeless services, excellent written and verbal communication skills, positive attitude and client service interest

Working Conditions: fast paced, team oriented workplace

On Site Supervisor/Mentor:
Molly Williams, Community Relations Director
mwilliams@gatewayctr.org
T: 404.215.6617
275 Pryor Street SW
Atlanta GA 30303

Mentorship Plan: Student will meet weekly with supervisor to discuss goals, working environment and learning objectives