

## Vendor Program Associate (VPA) | Permanent, Part-time

Street Sense Media is looking for a compassionate and boundary-oriented person to be a part-time Vendor Program Associate (VPA). You will join the team that sells papers and distributes app payments to Vendors and you will report to the Director of Vendor Employment, Thomas Ratliff.

### When working Paper Sales in the Lobby, you'll need to...

- Greet Vendors, Case Management clients and other people who come inside
- Control flow of activity in the lobby area with courtesy, clarity and confidence
- Facilitate paper sales, and record each sale using QuickBooks on an iPad
- Count and track all money and papers without any discrepancy

### When working the App Desk in the Admin Office, you'll need to...

- Greet Vendors and Case Management clients arriving on the 2<sup>nd</sup> floor
- Answer phone calls on the primary Street Sense line
- Monitor hallway and Vendor Lounge, and control flow of activity in Admin Office
- Use a Windows-based web-application to track app payouts for Vendors
- Pay Vendors, tracking all money without discrepancy

### We're looking for someone who...

- Can work a part-time schedule between 9am – 4:30pm, M – F
- Has been fully vaccinated for Covid-19 (required to protect our Vendors and Staff)
- Is comfortable counting money and recording transactions on the computer
- Has familiarity with apps on iPads/iPhones, and web browsers in Window
- Is compassionate and can enforce boundaries without escalating situations
- Can work with someone who is having a difficult day in a way which doesn't escalate the situation, and which helps them while maintaining Street Sense's boundaries
- Will maintain Vendor confidentiality, and knows when to refer to Case Management
- Has lived experience of homelessness and/or experience working or volunteering with people experiencing homelessness (**preferred, but not required**)

### Compensation...

- \$15/hour (15 – 19 hours per week, with more hours sometimes available)
- Benefits: PTO (Paid Time Off) hours which grow with every hour you work

### To apply...

Email a resume to [thomas@streetsensemedia.org](mailto:thomas@streetsensemedia.org). Include one professional reference.

OR

Hand-deliver a resume to Thomas at Street Sense. Include one professional reference.

If you're interested in this position but aren't sure if your background is the perfect fit, please still apply. We are an equal opportunity employer and encourage candidates to apply regardless of age, color, ethnic background, country of origin, religion, disability status, gender, sexual orientation, and gender identity.

**Who we are...**

Street Sense Media (SSM) is an evolving, mid-size, nonprofit media company committed to ending chronic homelessness by providing economic opportunities and powerful forms of self-expression to men and women living in extreme poverty. We work in a collaborative, dynamic, and collegial environment for and with the people the organization serves. We are one of more than 100 street papers worldwide.