



**Bethlehem Inn is expanding and growing to take care of those seeking shelter, help and hope! If you would like to join an organization that is passionate about serving its community, while creating positive change in a setting where everyone feels valued and respected, check out the job openings listed below and get in touch with us.**

Bethlehem Inn is one of Oregon's BEST NONPROFITS to work for offering a caring and supportive work environment. Our mission strikes pride in our, staff and our community.



Full-time employees are eligible for full medical benefits package, dental benefits, paid holidays, and paid time off (PTO), plus an optional Flexible Spending Account for health and childcare. All employees can participate in the OregonSaves retirement plan. Part-time employees are eligible for sick pay. We have many opportunities for you to join the Bethlehem Inn team. Help us fill these critical open positions by sharing them with your friends and associates.

### [Donor Development Specialist](#)

Are you a great communicator, who loves to engage with donors and funders? Do you have awesome skills for creative writing and data integrity? Would you like to join an organization that is passionate about serving our community, while creating positive change? Bethlehem Inn is seeking a Development Specialist to serve as a key member of the Development team. This position supports all development efforts related to the Inn including marketing and fundraising. As a part of the Inn team, the Development Specialist will display caring, sensitivity and flexibility in working with people experiencing homelessness within the program.

[Volunteer Coordinator:](#) Are you a great communicator, who loves to engage with volunteers and donors? Do you have awesome people skills and a passion for working with dedicated community members? Would you like to join an organization that is passionate about serving our community, while creating positive change? Bethlehem Inn is seeking a Volunteer Coordinator to play a critical role in our organization to recruit, train, schedule, motivate and supervise community members for all volunteer functions at Bethlehem Inn.

[Kitchen Steward:](#) Do you thrive in a fast paced work environment? Are you able to multitask and take pride in cleanliness and organization? Do you like working with others to successfully create and deliver a hot delicious meal? The Kitchen Steward is responsible for the smooth operation in Bethlehem Inn's commercial kitchen; is aware of inventory and maximizes use of what is on hand. Trains and works alongside other staff and volunteers before, during, and after meal times. Knowledgeable and follows Oregon Health Dept. Food Handling Guidelines to ensure that all food items are properly handled.

[Program Impact Analyst:](#) Are you challenged by conveying stories through data? Are you motivated by increasing data literacy to demonstrate mission deliverables to stakeholders? Does promoting awareness and understanding about homelessness through comprehensive dashboard speak to you? Are you able to strengthen the effectiveness and efficiency of our mission through the use of data and research?

[Program Support and Case Manager:](#) Do understand how to leverage empathy and compassion to resolve conflict? Are you confident and effective in de-escalating challenging situations? Do you like a variety of tasks, even though sometimes mundane like cleaning, either alone or with others to ensure the Bethlehem Inn is welcoming? Do you possess the skills to further the mission of Bethlehem Inn?

[Facility Support:](#) Do you consider yourself a jack-of-all-trades? Do you enjoy problem solving challenges? Do you pride yourself on your work ethic and attention to detail? Are you passionate about serving your community? Can you multi-task and remain flexible in a dynamic fast paced environment? Bethlehem Inn is seeking facility maintenance staff who have trades/construction/maintenance experience. Qualified candidates bring a positive can-do attitude, and a willingness to be a part of a cohesive team tackling a vital mission within our community. We'll supply the tools, you bring the talent!

***FOLLOW THE ABOVE LINKS TO YOUR NEW OPPORTUNITY TO SERVE OUR COMMUNITY***