



• UA3, Inc. • 384 Grand Street, 1A, New York, NY 10002 • [www.ua3now.org](http://www.ua3now.org) •

### **Job description:**

**Service Navigator-** ( Part-time 14 hours per week- Monday and Thursday 9am -5pm, additional hours are possible)

Founded in 2015, UA3 is a 501(c)(3) not-for-profit organization whose mission is to make a positive impact and lasting improvement in the underserved aspects of our communities through youth empowerment, education, promotion of health and mental health, to support the creation of socio-economic opportunities, and to channel needed resources for the betterment of those in need. UA3 strives to accomplish our goals through partnership with public and private sectors, educational institutions, and community social and service organizations.

### **Job Description:**

- Work closely with the Pantry Coordinator and supervisors in performing client registration and intake services.
  - Resolving client issues
  - Input client data into data management system.
  - Refer clients to appropriate services and /governmental entities. •
- Perform other duties as assigned by supervisors

### **Desired Skills:**

- High school diploma.
- Team player and self- driven
- High level of personal energy.
- Computer literate and bilingual in Cantonese and English language.

**Compensation:** \$17 - \$19/hour commensurate with experience

Please submit a letter of interest and, resume to: Chi Loek @  
[Chi.loek@ua3now.org](mailto:Chi.loek@ua3now.org)

UA3 is an equal opportunity employer and does not and will not discriminate on the basis of age, ancestry, color, creed, disability, gender identity, marital status, national origin, parental status, political ideology, race, religion, sex, sexual orientation, use of service animal, military or veteran status. UA3 Community First Food Pantry is located at 384 Grand Street, NYC 10002