

**Anew: Building Beyond Violence and Abuse
Transitional Housing Program Assistant**

Location: Matteson, IL

Reports to: Transitional Housing Program Manager

Classification: Hourly

Salary Range: \$20.34 to \$22.73

About Anew

For more than 46 years, Anew: Building Beyond Violence and Abuse has provided comprehensive, coordinated services to families experiencing domestic violence—without imposing any one solution. We are committed to helping survivors and their families achieve safety, stability, and long-term independence.

Position Summary

The Transitional Housing (TH) Program Assistant is an integral member of Anew's transitional housing program, The Sanctuary. This position supports the day-to-day operations of the program, with a primary focus on preparing apartment units for participants and their families and ensuring the overall functionality of program facilities.

The Program Assistant is responsible for coordinating unit readiness, including cleaning, furnishing, and stocking apartments to ensure timely placement of families transitioning out of homelessness. This role also supports facilities management across multiple buildings, working closely with Anew's Operations Department to address maintenance needs, vendor coordination, and capital improvement projects.

In addition, the Program Assistant provides general administrative support, assists with childcare coordination, and contributes to program operations that ensure a safe, welcoming, and well-maintained environment for survivors of domestic violence and their families.

Key Responsibilities

- Prepare apartments for future occupancy by established deadlines as directed by Program Manager.
- Coordinate and complete building and apartment inspections biweekly and immediately upon participant exit to assess maintenance needs in preparation for next tenant.
- Manage day-to-day facilities maintenance issues and service calls with vendors under the supervision of the Program Manager and coordination with Anew Operations.
- Assist with obtaining bids and managing building renovations and significant maintenance projects in coordination with Anew Operations and Program Manager.
- Assist Anew Operations in ensuring the Sanctuary property is in compliance with village code requirements and up to date on safety and fire marshal inspections.
- Drop off and pick up mail at local post office and distribute client mail daily.
- Arrange childcare coverage in coordination with staff and provide back-up childcare.

- Monitor, purchase and stock program purchase needs, including office supplies, apartment supplies, gift cards and other items needed for day-to-day operations in coordination with the Program Manager and Anew Operations.
- Collaborate with Development Department regarding donors and assist in the distribution of donations received.

Qualifications

- Bachelor's degree in Social Work, Psychology, related field, or equivalent work experience.
- Fluency in both spoken/written Spanish and English preferred.
- At least 1 year of experience working in housing and/or with the homeless population preferred.
- At least 1 year of experience in facilities management preferred.
- Complete 40 Hour Domestic Violence Training preferred. Will be provided by Anew as needed.
- Working knowledge about issues related to domestic violence dynamics and trauma-informed practices.
- Excellent computer skills, written and verbal communication skills
- Detail-oriented with strong problem-solving and organizational skills.
- Must have reliable transportation, proof of insurance, and valid driver's license. Will be required to drive between Anew locations and local businesses.
- Must be able to operate general office equipment.
- Must be able to stand/walk for periods of time and lift up to 25lbs.
- Some evenings and weekend hours required; flexibility in scheduling a must.

Compensation & Benefits

Anew offers a comprehensive benefits package, including:

- 35 hour work week classified as full-time
- 14 paid holidays
- 20 days of Paid Time Off (PTO) annually
- Medical, dental, vision, and life insurance
- Employee Assistance Program (EAP)
- Short-term and long-term disability coverage
- 403(b) retirement plan with 3% employer match
- Optional Aflac benefits

Why Work at Anew

At Anew, your work directly contributes to breaking the cycle of violence and supporting survivors on their journey to safety and independence. We are deeply committed to fostering a supportive, mission-driven workplace where employees are valued, heard, and empowered to grow.



How to Apply

Please submit your resume and cover letter to careers@anewdv.org

Anew is an equal opportunity employer and values a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other protected characteristic under applicable law.