



Job Posting

Project Access is hiring a Resident Services Coordinator!

Become a key part of an exciting team that services 14,000 children, families, and seniors living in low-income neighborhoods in California, Arizona, Colorado, Georgia, and Texas. Project Access provides vital on-site health, education, and employment services to low-income families, children and seniors. Our goal is to keep family members employed, children in school, and seniors active. To learn more about Project Access, please visit <https://www.project-access.org>.

What will you be doing...

Project Access is a fun, energetic, and creative organization! As the Resident Services Coordinator, you are responsible for the overall development and coordination of programs and services offered for the benefit of residents which include youth, adults, and the elderly who live in the community. Will serve as a liaison in the community and advocate for services offered to residents; a drive to increase presence and access to programs and services in the respective community through intentional outreach and engagement. This position works independently and is suited for someone who thrives in an environment with a high degree of autonomy and accountability. **This position provides services on the grounds of the Ashford at Woodlake Apartments in Silver Spring, MD.**

Need some important details? This is a full-time position with a Monday-Friday work schedule (traditional business hours). Project Access pays 100% of the employee's medical, dental, vision, life insurance and EAP; provides Paid Time Off and 12 annual paid Holidays, and a 401(k) plan with 4% match after completing a one year period of service.

POSITION RESPONSIBILITIES:

Program Delivery (70%)

- Identify services that promote self-sufficiency through surveys, community meetings, etc.
- Coordinate and oversee an after-school program and teen program encompassing: homework assistance and educational enrichment activities; plan, organize, and implement curriculum.
- Partner with community assets to plan and coordinate the staffing and presentation of onsite classes, programs, and services. Types of programs include, but are not limited to: health and nutrition, parenting classes, financial literacy, job skills and career opportunity,
- Coordinate and develop events and fairs, as needed
- Develop and maintain partnerships with local providers to deliver services onsite
- Information and Referral: Provide residents with information and referrals to access city and community resources.
- Outreach: Link residents with existing programs and services in the community and facilitate access to services.
- Develop and maintain relationships with property managers and arrange meetings to discuss program opportunities or needs

Administrative (30%)

- Publish a monthly newsletter including a calendar of events for distribution to residents
- Participate in the creation of budgets for resident service programs and monitor adherence to those budgets

- Build relationships with the local community to fundraise and seek donations for programming.
- Develop and maintain a resource directory of local service providers and provide information and referral services using directory
- Collect and record to measure program outcomes to include monthly program attendance and evaluation reports

QUALIFICATIONS (Education/Experience/Skills/Certifications):

- Bachelor’s Degree in Social Services or Human Services field; i.e. Education, Sociology, Gerontology, Psychology
- Minimum of one year experience in social services and working with youth
- Experience serving diverse populations demonstrating cultural competency and community awareness
- Strong time management, administrative and organizational skills.
- Intermediate skill level with MS Office (Excel, Word, Publisher) and Outlook
- Ability to self-start and multi-task
- Excellent communication skills
- The physical activity of this position may include minimal lifting, bending, walking, kneeling, reaching, and step climbing.
- Valid MD Driver’s License, clean driving record, and current automobile insurance
- CPR & First Aid certified
- Successful completion of background check

To apply for this enriching opportunity, please email your cover letter and resume to humanresources@project-access.org with the word "Woodlake" in the subject line. Your cover letter is to summarize your experience working in community serving diverse cultures and multiple age groups (from children in after-school programs to adults).

The above list of job duties is not exclusive or exhaustive and the job holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the position.

Equal Opportunity

Project Access, Inc. is an at-will and equal opportunity employer and seeks to employ and assign the best qualified personnel in a manner that does not discriminate based on race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status or any other status or characteristic protected by law.