



Job Posting

Become a key part of an exciting team that provides on-site health, education, and employment services to over 15,000 children, families, and seniors living in low-income neighborhoods. **Project Access Resource Centers** are embedded into the fabric of the community as a physical presence on-site, in residents' own backyards, thereby eliminating the geographical barrier of access to social services. To learn more about Project Access, please visit <https://www.project-access.org> and <https://www.facebook.com/ProjectAccessOrg/>.

Making a difference in lives and communities:

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 and adults who live in the community at two Project Access Resource Centers. Will serve as a liaison in the community and advocate for services offered to residents; work to drive to increase presence and access to programs and services in the respective communities 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. **The Family Resource Centers are located on the grounds of the Glen Haven & Glenview Apartments in Fremont and Tassafaronga Village Apartments in Oakland.**

Interested in more details?

Schedule: 29 hours a week that will be scheduled within Monday thru Thursday between 9:00am and 6:00pm. 2 days at each center weekly.

Classification/FLSA Status: This is a part-time, 29 hours a week, non-exempt position.

Benefits: Project Access offers Paid Time Off and Holidays, Employee Assistance Program, Group Life insurance, and 401(k) with an employer match of up to 4%.

Work locations: Glen Haven/Glenview Apartments, 4262 Central Avenue, in Fremont and Tassafaronga Village Apartments 930 84th Avenue, Oakland

TO APPLY for this enriching and rewarding opportunity please email your cover letter and resume to humanresources@project-access.org with "TASS" entered in the subject line. Your cover letter is to summarize your experience working with diverse cultures and with multiple age groups, from children in after-school programs to adults.

POSITION RESPONSIBILITIES:

Program Delivery (70%)

- Identify services that promote self-sufficiency through surveys, community meetings, etc.
- Coordinate and oversee an after-school program (2 days/week) and teen program(1 day/week) encompassing homework assistance and educational enrichment activities; plan, organize, and implement curriculum.
- Partner with residents, local agencies, and property management to plan and coordinate presentation of onsite classes, programs, and services. Types of programs include, but are not limited to: health and nutrition education, parenting classes, financial literacy, computer training, employment assistance, ESL, fitness and exercise classes.
- Develop and coordinate community building and engagement events such as holiday celebrations, health and/or resource fairs, community safety and awareness events (i.e. National Night Out).
- 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 biannual meetings to discuss program opportunities or needs

Administrative (30%)

- Publish a monthly newsletter including a calendar of events for distribution to residents
- Help create and adhere to budgets for resident service programs
- Develop and maintain a resource directory of local service providers and provide information and referral services using directory
- Collect and record data to measure program outcomes to include monthly program attendance and evaluation reports

QUALIFICATIONS (Education/Experience/Skills/Certifications):

- BA/BS degree in Social Work, Human Services, Gerontology or closely related field
- One year experience in social services and working with youth and adults
- 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; possess excellent communication skills
- The physical activity of this position may include lifting, bending, walking, kneeling, reaching, and step climbing. Ability to lift up to 30 pounds which may include large boxes of food for a supplemental food distribution program
- Valid CA Driver's License, clean driving record, and current automobile insurance
- CPR & First Aid certified
- Successful completion of background check

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.