



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, adults, and the elderly who live in the community. Will serve as a liaison in the community and advocate for services offered to residents; drive to increase presence and access to programs and services in the respective community through intentional outreach and engagement. This position works independently, is managed remotely, 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 housing apartment communities.

The Family Resource Centers are located on the grounds of two housing apartment communities – 801 Alma in Palo Alto and Nugent Square in East Palo Alto.

Interested in more details?

Schedule: This is a part-time, 24 hour a week position. Days of the week worked are negotiable - three 8-hour days; typically 9:30am-6:00pm. May require occasionally flexing a shift to accommodate an evening community event.

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: The Project Access Family Resource Centers at 801 Alma Apartments, 801 Alma Street, Palo Alto and Nugent Square Apartments, 2631 University Avenue, East Palo Alto.

TO APPLY for this enriching and rewarding opportunity please email your cover letter and resume to hrpa@project-access.org with "Alma" 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 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
- Use of personal automobile to acquire program supplies and deliver to sites, shop for supplies, attend offsite training, etc. (business mileage reimbursed at IRS rate)

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 to measure program outcomes to include monthly program attendance and evaluation reports

QUALIFICATIONS (Education/Experience/Skills/Certifications):

- Bachelor’s Degree in Social Work or Human Services field; i.e. Education, Sociology, Gerontology, Psychology
- One year experience in social services and working with youth
- Bilingual in Spanish/English desirable
- Intermediate skill level with MSOffice (Excel, Word, Publisher) and Outlook
- Strong time management, administrative and organizational skills; ability to self-start and multi-task; 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
- Use of personal vehicle , valid CA Driver’s License, clean driving record, and current automobile insurance
- CPR & First Aid certified or obtain with 90 days of hire
- Successful completion of background check and LiveScan

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.

San Francisco City and County Applicants: Project Access, Inc. will evaluate all qualified applicants in a manner which is consistent with the San Francisco Fair Chance Ordinance requirements.