



## Job Posting

### Project Access is hiring a Resident Services Coordinator!

Become a key part of an exciting team that provides on-site health, education, and employment services to over 16,000 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. You will serve as a liaison in the community and advocate for services offered to residents and 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 at four Family Resource Centers in Irvine that are within an 8 miles radius of each other.

#### **Interested in more details?**

**Schedule:** This is a part-time 20 hour a week position. Shifts have some flexibility but must include 3 afternoon shifts for after-school programs. The other 8 hours of service will be determined after assessing resident needs.

**Benefits:** Paid Time Off, paid Holidays, life insurance, and the opportunity to participate in a 401(k) plan with an employment match of up to 4%.

**Work locations-the 4 Resource Centers are located in Irvine:** Laguna Canyon Apartments, 400 Limestone; Woodbury Walk Apartments, 99 Talisman; Windrow Apartments, 5300 Trabucco Rd; and Santa Alicia Apartments, 100 Santorini.

**TO APPLY** for this enriching opportunity, please email your cover letter and resume to [humanresources@project-access.org](mailto:humanresources@project-access.org) with "Irvine" 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 and how this part-time schedule meets your search criteria (as opposed to a full-time job).

#### **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/
- Programs may also include nutrition, parenting classes, financial literacy, job skills and career opportunity, referrals to access city and community services, family community building events, and reducing utility expenses programs
- Coordinate the staffing and presentation of onsite classes, programs, and services
- 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, Credentials):**

- Bachelor's Degree in Social Work, Human Services, or closely related field
- Bilingual in Farsi highly desirable
- One year of experience in after-school programs or educational setting with youth
- Intermediate skill level with MS Office (Excel, Word, Publisher) and Outlook
- Ability to self-start; excellent communication and organization skills
- Successful completion of background check
- CPR and First Aid certified (or obtain within 90 days of hire)
- The physical activity of this position includes ability to: stand or walk majority of shift, bend, kneel, and reach frequently. Able to lift up to 30 pounds to include large boxes of food for supplemental food program.
- Valid AZ Driver's License, clean driving record, and current automobile insurance. Use of personal automobile to acquire program supplies and attend offsite meetings (mileage reimbursed at IRS rate when in accordance with company policy)

*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.