



## 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, and is suited for someone who thrives in an environment with a high degree of autonomy and accountability. **The Family Resource Center is located on the grounds of Monaco Apartments.**

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

**Schedule:** This is a full-time, non-exempt position. The work schedule is Monday-Friday, 10:00am to 7:00pm, with the ability to work Saturdays. The schedule may adjust based on results of a resident needs assessment.

**Benefits:** Project Access pays 100% of the employee's medical, dental, vision, and life insurance premiums; provides Paid Time Off, 12 paid Holidays, and a 401(k) plan with an employer match of up to 4%.

**Work location:** Monaco Apartments, 4115 South 430 East, Suite 100, Salt Lake City, UT 84107.

**TO APPLY for this enriching and rewarding opportunity** please email your cover letter and resume to [humanresources@project-access.org](mailto:humanresources@project-access.org) with "Monaco" 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 independence 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.
- Coordinate and develop community building and engagement events; i.e. holiday celebrations, health and/or resource fair, community safety and awareness.
- 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 attend offsite meetings (mileage reimbursed at IRS rate when in accordance with company policy)

**Administrative (30%)**

- Publish monthly newsletters to include 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):**

- Bachelor's Degree in Social Work or Human Services field
- Minimum of one year experience in after-school programs or an educational setting with youth
- Experience serving diverse populations demonstrating cultural competency and community awareness
- Intermediate skill level with MS Office (Excel, Word, Publisher) and Outlook
- Ability to self-start and multi-task; excellent communication skills
- Valid UT Driver's License, clean driving record, and current automobile insurance
- CPR & First Aid certified (or obtain within 90 days of hire)
- Successful completion of background check
- The physical activity of this position includes ability to: stand or walk majority of shift, lift up to 30 pounds, bend, kneel, and reach frequently.

*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.