



Job Posting

Become a key part of team that provides on-site services to over 16,000 children, families, and seniors living in affordable and workforce housing apartment communities across the country. **Project Access Resource Centers** are embedded into the fabric of the community as a physical presence on-site, in residents' own backyards, with a focus on building community and strengthening the social fabric through providing resources and opportunities. 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 **Community Activities Coordinator**, you are responsible for the development, implementation, and facilitation of programs and services offered for the benefit of residents who live in the community, comprised mainly of young professional adults. The scope of services will focus on three key initiatives: Health & Wellness, Economic Stability, and Community Engagement.

This position works independently and is suited for someone who genuinely enjoys building community connectivity and engagement in order to strengthen the social network and who will thrive in an environment with a high degree of autonomy and accountability. The Project Access Family Resource Center is **located on the grounds of Esprit at Cherry Creek Apartments**.

Interested in more details?

Schedule: This is a full-time, non-exempt position. The work schedule is Monday-Friday, 11:00am to 8:00pm, with the ability to work an occasional Saturday for events. 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: Esprit at Cherry Creek Apartments, 5001 East Mississippi Avenue, Glendale, CO 80246

TO APPLY please email your cover letter and resume to hrpa@project-access.org with "Esprit" entered in the subject line. Your cover letter is to summarize your experience in planning and facilitating events, programs, and activities that engage people and strengthen the bonds of neighbors.

POSITION RESPONSIBILITIES:

Program Delivery (70%)

- **Adult education, health & wellness:** provide and/or coordinate a variety of programs including but not limited to:
 - Financial education (money management, investments, projections), computer training / assistance, employment assistance, personal and professional development, ESL classes, advance learning referrals and linkages.
 - Nutrition education, fitness and exercise classes, health information/awareness, and healthy eating/cooking demonstrations, outdoor safety courses and coordinated community outings (such as hiking trips, cycling or running clubs, etc.)
- **Community Engagement:** Plan and facilitate pro-social activities and community building events to encourage a stronger sense of connectivity, engagement, and to strengthen the social network amongst the residents. Connect with local businesses and restaurants to coordinate events. Activities may include but are not limited to:
 - Professional networking, presentations, social mixers and coordinated community outings to sports games, museums, etc.

- Events may include, but are not limited to: holiday celebrations, seasonal gatherings, health and/or resource fairs, resident appreciation events, community safety and awareness events, etc.
- Provide individualized assistance including help accessing information, referrals to resources and specialized services and translation support. Assist individual residents with employment assistance, computer basics, copy/fax needs, etc.
- 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 a monthly newsletter to include a calendar of events for distribution to residents
- Help create and adhere to the budget
- 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 data to measure program outcomes to include monthly program attendance and evaluation reports

QUALIFICATIONS (Education/Experience/Skills/Certifications):

- Bachelor's Degree, preferably in the hospitality or recreation field
- One year experience in event and/or activities planning
- 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 CO Driver's License, clean driving record, and current automobile insurance
- CPR & First Aid certified (or obtain within 90 days of hire)
- Successful completion of CBI 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.