



## 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. Will serve as a liaison in the community and advocate for services offered to residents; a drive to increase presence and access to programs and services in the respective community through intentional outreach and engagement. This position 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 the housing apartment community.

### Interested in more details?

**Schedule:** This is a part-time, non-exempt 29 hour a week position. The work schedule will be scheduled within Monday – Friday during business hours, with the ability to work an occasional evening or weekend shift for special events. There is a little bit of flexibility in determining set hours.

**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 location:** East Bluff Apartments, 1813 Marlesta Court, Pinole, CA 94564.

**TO APPLY** for this enriching opportunity, please email your cover letter and resume to [hrpa@project-access.org](mailto:hrpa@project-access.org) with "East Bluff" 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.
- 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: ESL classes, referrals to access city and community services, and family community building events
- 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 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
- Minimum of one year experience working with youth (i.e. ASP) and in social services
- Experience serving diverse populations, demonstrating cultural competency and community awareness
- Intermediate skill level with Excel; proficiency in MSOffice and Outlook
- Valid CA Driver's License, clean driving record, and current automobile insurance
- CPR & First Aid certification
- Successful completion of background check and LiveScan
- 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.

*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.