



Project Access is hiring a Community Activities & 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 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, 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/>.

As the **Community Activities & 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. You will serve as a liaison in the community and advocate for services offered to residents as well as 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 Waverley Place Apartments in Naples, FL.

Interested in more details?

Schedule: This is a full-time, non-exempt position, with a current schedule of Monday-Friday, 9am to 6pm and requires 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, life insurance and EAP premiums; provides Paid Time Off and 12 paid Holidays, and a 401(k) plan with 4% match.

Work location: Waverley Place Apartments, 5300 Hemingway Ln, Naples, FL 34116

TO APPLY for this enriching opportunity email your cover letter and resume to hrpa@project-access.org with "Florida" 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 the community will benefit from and empowers residents through a resident needs assessment, surveys, focus groups, community meetings, etc.
- Partner with residents, local agencies, and property management to plan and coordinate presentation of onsite classes, programs, and services. Types of programs include, but are not limited to: health and nutrition, parenting classes, financial literacy, computer training, employment assistance, ESL, nutrition education, fitness and exercise classes.
- Coordinate and oversee a youth program that focuses on study habits and classroom behaviors that enhance a youth's chance for educational success. Program ranges from toddlers entering school to high school students preparing for college.
- Coordinate and develop community building/engagement events such as holiday celebrations, health and/or resources fairs, community Safety and awareness Events (i.e. National Night Out).
- 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

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, Credentials):

- Bachelor’s Degree in Social Work or Human Services
- One year social service experience and working with youth
- Bi-lingual in Spanish and English preferred
- Experience serving diverse populations demonstrating cultural competency and community awareness
- Strong time management, administrative and organizational skills.
- Intermediate skill level with MS Office (Excel, Word, Publisher) and Outlook
- Ability to self-start and multi-task; excellent communication skills
- 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.
- Valid FL Driver’s License, clean driving record, and current automobile insurance
- CPR & First Aid certified
- Successful completion of background check and fingerprinting

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.