



Project Access is hiring a part-time Resident Services Associate/Outreach!

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 **Resident Services Associate you are** responsible for assisting the Resident Services Coordinator with the daily operation of the Family Resource Center which provides programs and services for the benefit of residents, which include youth, adults and the elderly who live in the community. The Family Resource Center is located on the grounds of the affordable housing apartment community – **Hermosa Village Apartments in Anaheim.**

This is a **part-time 29 hours a week position**, with a Monday through Friday work schedule. Must be able to work afternoons to cover after school program until 5:30pm. Project Access provides Paid Time Off, paid Holidays, life insurance, and the opportunity to participate in a 401(k) plan with 4% match.

TO APPLY for this enriching opportunity, please email your cover letter and resume to hrpa@project-access.org with "Hermosa Village" 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:

- Build trust and relationships with residents
- Assist the Resident Services Coordinator and Associate Resident Services Coordinator with linking residents with existing programs and services in the community, facilitating their access to services, and provide information and referral services
- 60% of the time will be spent providing direct service for the After-School program which will include: planning, organizing, and implementing curriculum, monitoring participant progress, providing a stimulating, educational enhancement program
- Provide translation and interpretation services when appropriate
- Assist staff in the creation of community building events
- Assist with the instruction of onsite classes, programs, after school tutoring, and other services
- Distribute a monthly newsletter and fliers for residents to promote activities and programs onsite
- Assist with the coordination of onsite activities and recruiting new community- based organizations to provide services onsite
- Assist staff with retrieving and maintaining resident data that reflects resident service needs, demand for services, program and service post surveys, and referrals made through the Family Resource Center
- Maintain resident attendance records for programs, services, and events
- 20% of the time will be spent on outreach to residents to promote programs participation and involvement

QUALIFICATIONS (Education/Experience/Skills/Certifications):

- High school diploma

- Bilingual in Spanish required - the prevailing non-English language of the housing development's community
- Experience in education, social services or related non-profit work
- Proficiency in Microsoft Office, Outlook, Email, and Internet
- Valid CA Driver's License, clean driving record, and auto insurance
- CPR and First Aid certified
- Successful completion of a background check and LiveScan clearance
- The physical activity of this position may include minimal lifting, bending, walking, kneeling, reaching, and step climbing

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.