



**Job Posting**  
**Community Activities & Services Coordinator**  
Spring Forest Apartments Family Resource Center, Raleigh, NC

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>

**Making a difference in lives and communities.**

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 who live in the community. Will serve as a liaison in the community and advocate for services offered to residents with a drive to increase presence and access to programs and services in the respective community through intentional outreach and engagement.

This position works independently 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 the housing apartment community.

**Interested in more details?**

**Schedule:** This is a full-time, non-exempt position, with a work schedule of Monday-Friday, 9am to 6pm, with 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 a 4% match.

**Work location: Spring Forest Apartments, 5014 Sedgewick Dr, Raleigh, NC 27616**

**TO APPLY for this enriching and rewarding opportunity** please email your cover letter and resume to [hrpa@project-access.org](mailto:hrpa@project-access.org) with "Spring Forest" entered in the subject line. Your cover letter is to summarize your experience working with diverse cultures and with multiple age groups.

**POSITION RESPONSIBILITIES:**

**Program Delivery (70%)**

- Identify services that promote self-sufficiency through surveys, community meetings, etc.
- Coordinate and oversee an after-school 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: financial education, computer training, employment assistance, ESL classes, nutrition education, and health and wellness classes.
- 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

**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/Certifications):**

- Bachelor’s Degree in Social Work, Psychology, Sociology, or Human Services field
- Bi-lingual in Spanish or Vietnamese preferred
- One year of 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, Outlook, and Internet
- Valid NC Driver’s License, clean driving record, and current automobile insurance
- CPR & First Aid certification
- Successful completion of background check
- The physical activity of this position may include minimal lifting, bending, walking, kneeling, reaching, and step climbing. Ability to lift up to 30 pounds which may include large boxes of food for a supplemental food distribution 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.