Job Posting
Community Activities & Services Coordinator
Mission Capital Family Resource Center, Raleigh, North Carolina

Become part of a caring and committed team that provides on-site health, education, and employment services to over 20,000 children, families, and seniors living in affordable housing and workforce affordable neighborhoods across the country. Our goal is to keep family members employed, children in school, and seniors’ active. 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 & 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. You will serve as a liaison in the community and advocate for services offered to residents; 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 Mission Capital Family Resource Center in Raleigh, North Carolina.

DETAILS:
Classification/FLSA Status: full-time, non-exempt.
Work schedule: Monday through Friday, 9am to 6pm. Requires the ability to work an occasional Saturday for an event. Schedule is subject to change.
Benefits offered: Project Access pays 100% of the employee’s medical, dental, term life insurance, short term disability, and EAP premiums; provides Paid Time Off, 12 paid Holidays, and a 401(k) plan with a 4% match. Vision and Voluntary Life Insurance is available at employee cost.
Work location: Mission Capital Apartments, 4922 Dansey Drive, Raleigh, NC.

TO APPLY for this enriching opportunity please email your cover letter and resume to hrpa@project-access.org with “Mission Capital” entered in the subject line. Your cover letter is to summarize your experience working with youth and diverse cultures.

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
- 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 including a calendar of events for distribution to residents
- Help create and adhere to budgets for resident service programs
- 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 to measure program outcomes to include monthly program attendance and evaluation reports

**QUALIFICATIONS (Education/Experience/Skills/Certifications):**

**Education**
- Bachelor’s Degree in Human Services, Social Work, or related field

**Experience**
- One year experience working with youth (i.e. ASP) in social services
- Experience serving diverse populations demonstrating cultural competency and community awareness

**Skills**
- Intermediate skill level with MS Office (Excel, Word, Publisher) and Outlook
- Strong time management, administrative and organizational skills.
- Strong communicator; high level of verbal, written, and listening skills

**Credentials/Certifications**
- Valid NC Driver’s License, clean driving record, and current automobile insurance
- CPR & First Aid certified
- Successful completion of background check

**Physical Job Requirements**
- The physical activity of this position includes bending, walking, kneeling, reaching, and step climbing. Able 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.