



**Job Posting**  
**Associate Resident Services Coordinator**  
Hermosa Village Apartments Family Resource Center, Anaheim, CA

Project Access invites you to join to us in making a difference in the lives of over 22,500 children, families, and seniors living in affordable housing communities across the country. As an onsite service provider, we envision that all residents of affordable housing communities have the opportunity to achieve self-sufficiency and maximize their full potential. During the pandemic, we have continued to serve our residents through a combination of onsite and virtual programming including managing onsite food distribution.

**What you'll be doing:**

- Assist with linking residents with existing programs and services in the community and facilitate access
- Assist Resident Services Coordinator with developing and maintaining partnerships with local providers of services to use Resource Center as platform in which to deliver services.
- 30% of time may be spent providing direct service and overseeing the After-School and Teen Programs which will include: planning, organizing, and implementing curriculum, monitoring participant progress, and providing a stimulating, educational enhancement program.
- Provide translation and interpretation services
- Serve as a representative in the community for services offered to residents
- Assist with coordinating the staffing and presentation of onsite classes, programs, and services
- Assist with coordinating community building events and activities
- Assist with translating the monthly newsletter and calendar of events for distribution to residents
- Assist with maintaining the resource directory that lists local service providers
- Assist in the collection of resident demographic data and compilation of evaluation reports
- Use of personal automobile to acquire program supplies & attend offsite meetings (mileage reimbursed at IRS rate when in accordance with company policy).

**What you'll bring to the table:**

- Possess or working towards a Bachelor's degree in Social Services, Human Services, or other applicable field
- One year experience in social services
- Bilingual in Spanish preferred, the prevailing non-English language of the community
- CPR and First Aid certified; Valid CA Driver's License, clean driving record, and current automobile insurance; Successful completion of background check and LiveScan clearance
- Excellent communication and organization skills
- Proficiency in MS Office (Excel, Word) and Outlook
- 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 details:**

- **This is a part-time position (29 hours/week)**
- **Schedule:** M, W, F: 12:30pm to 5:30pm, T, Th: 10am to 5:30pm, occasional Saturdays if applicable. During summer months, schedule could change to mornings to accommodate programming.
- **Benefits offered:** Project Access offers pro-rated Paid Time Off and Holidays, Employee Assistance Program, Life insurance, and 401(k) with 4% match.

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

**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.