



## **Job Posting Teen Services Associate**

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:**

- Build trust and relationships with teen and adult residents.
- Conduct target outreach to teen residents and their parents/caregivers with a goal to increase teen and young adult participation.
- Assist the Resident Services Coordinator in developing and cultivating partnerships with local agencies and schools to bring in educational workshops.
- Assist with the implementation of events, workshops and homework assistance.
- Interact with parents and teens on a consistent basis regarding teen programming in order to keep participants informed, involved, and engaged.
- Assist the Resident Services Coordinator in coordinating and overseeing a teen program including but not limited to: life skills, education and employment readiness financial education, and preparing for the transition into adulthood.
- Assisting teens with homework and school assignments.
- Recruit, enroll, track, and monitor program participants to achieve targeted participation goals and program outcomes.
- Participate in the creation and monitor the adherence of budgets to include teen programs.
- Collect & submit program outcomes data. Includes monthly program attendance & evaluation reports.
- Conduct research and attend trainings and workshops to stay abreast of changing needs and trends to best serve the teen population and their parents/caregivers.
- 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:**

- A drive and passion to provide quality services and programs to residents
- High school diploma
- One year experience in education and/or social services working or volunteering with teen ages 13-18 preferred
- Experience serving diverse populations demonstrating cultural competency and community awareness
- Bilingual languages preferred: English/Spanish.
- Intermediate skill level with MS Office (Excel, Word, Publisher) & Outlook.
- Strong time management, administrative, and organizational skills.
- Strong communicator; high level of verbal, written, and listening skills

- Valid CA Driver's License and availability of insured vehicle.
- Able to lift up to 30 pounds which may include large boxes of food for a supplemental food distribution program. The physical activity of this position includes bending, walking, kneeling, reaching, and step climbing.

**The details:**

- **This is a part-time position (20 hours/week)**
- **Schedule:** Monday-Thursday, 1:00pm to 6:00pm. Schedule subject to change.
- **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 "Teen Services" entered in the subject line. Your cover letter is to summarize your experience working with diverse cultures and with teens.

**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.