



**Job Posting
Resident Services Associate**

Harbor Village Apartments Family Resource Center, Harbor City, CA

Join the Project Access team and create impact in the lives of our residents. Hear from them and how their lives have changed: www.project-access.org/success-stories/

Project Access provides programs and services to 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.

What you'll be doing:

- Primary responsibility will be assisting in the running of the after-school program.
- Build trust and relationships with teen and adult residents.
- Assist the Resident Services Coordinator with linking residents with existing programs and services in the community, and facilitating their access to services through information and referral services which may include but not limited to: Education for Youth, Health & Wellness, Immigration Services, Outreach Efforts, and Housing Assistance
- Provide translation and interpretation services to residents
- 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, community building events, and recruiting new community- based organizations to provide services onsite
- Assist Resident Services Coordinator 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

What you'll bring to the table:

- A drive and passion to provide quality services and programs to residents
- High school diploma
- Experience in education, social services, or related non-profit work
- Bilingual in Spanish/English preferred
- Proficient in MS Office
- Valid CA Driver's License, clean driving record, and auto insurance
- Successful completion of a background check and LiveScan clearance
- The physical activity of this position includes bending, walking, kneeling, reaching, and step climbing. Able to lift up to 30 pounds to include large boxes of food for a supplemental food distribution program.

The details:

- This is a part-time position (29 hours/week)
- **Schedule:** Monday 9:30am-6:00pm Tuesday-Thursday 10:30am-6:00pm; Schedule subject to change.
- **Location:** Harbor Village Apartments, 981 Harbor Village Dr, Harbor City, CA 90710
- **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 with “Harbor Village” entered in the subject line.

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.

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