



Job Posting
Resident Services Coordinator
Celadon Apartments Family Resource Center, San Diego 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:

- Identify services that promote independence through surveys, community meetings, etc.
- Facilitate and coordinate social and recreation activities for residents including bingo, arts and crafts, monthly birthday parties, lite exercise programs, entitlement program workshops, and community engagement.
- Develop and manage the partners and contracted instructors responsible for the presentation of onsite classes, programs, and services including but not limited to nutrition, financial literacy, job skills and career opportunity classes, technology training, community building events, GED classes, English classes, art classes, exercise programs, on-site food cultivation and preparation, health and well-being.
- 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 manager and arrange biannual 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)

What you'll bring to the table:

- A drive and passion to provide quality services and programs to residents
- A bachelor's degree in Human Services, Social Work, or related field
- Minimum of one year of experience in delivering social services, working with children, adults, and diverse populations, demonstrating cultural humility and community awareness.
- Proficient 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, auto insurance, 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 (16 hours/week)**
- **Schedule:** Tues, Wed – 10am to 3pm, and Thurs – 9pm to 3pm. Schedule subject to change.
- **Location:** Project Access Family Resource Center at Celadon Apartments, 929 9th Avenue, San Diego, CA 92101
- **Benefits offered:** Project Access offers pro-rated Paid Time Off and Holidays, Employee Assistance Program, Life insurance, and a Safe Harbor 401(k) with company contribution.

TO APPLY for this enriching opportunity please email your cover letter and resume to hrpa@project-access.org with “Celadon” 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.