



**Job Posting**  
**Bilingual Korean/English Resident Services Coordinator (Temp; Jan-April, 2022)**  
Senior and Family Resource Centers, Los Angeles, CA

Looking for bilingual Resident Services Coordinator (Korean/English) for a temporary position for the period of January through mid-April, 2022. This person will be responsible for providing programming support to two locations; a family resource center and a senior resource center that are within a 4-mile radius. Duties include coordination of programs and services offered for the benefit of residents which include youth, adults, and seniors. The Resource Centers are located on the grounds of affordable housing developments. To learn more about Project Access, please visit <https://www.project-access.org>.

**DETAILS**

**Work schedule:** Monday thru Friday 9am to 5:30pm

**Hours:** Full time, non-exempt; temporary from Jan through mid-April, 2022

**Two Locations:**

Senior Resource Center: 615 Manhattan Apartments, 615 S Manhattan Place, Los Angeles (3 days/week)

Family Resource Center: Vista Angelina, 418 NE Edgeware Rd, Los Angeles (2 days/week)

**TO APPLY** please email your resume to [humanresources@project-access.org](mailto:humanresources@project-access.org) with "Los Angeles Temp" entered in the subject line.

**POSITION RESPONSIBILITIES:**

- Facilitate programs for the seniors that address their specific needs.
- Coordinate and oversee after-school program and teen program including planning, organizing and implementing curriculum, monitoring participant progress, provide stimulating, educational enhancement programs
- Support food distribution programs which may include but not limited to: coordinate on-site daily grab-n-go food distributions, oversee delivery from food partner, help with set-up, and tracking attendance of meals served.
- Collect applicable resident data such as program attendance
- 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.

**QUALIFICATIONS:**

- Direct service experience with seniors and working with youth (i.e. ASP) and in social services
- AA Degree or 50 units in Social Work, or Human Services field; i.e. Gerontology
- Bilingual in Korean required
- Proficient with MS Excel and Word and Outlook
- Ability to self-start and multi-task; excellent communication skills
- 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.
- CPR & First Aid certified preferred
- Successful completion of LiveScan

**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.