



Job Posting
Resident Services Coordinator (Bilingual Spanish/English)
Foxdale Apartments, San Jose, 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:

- Connecting with residents to identify & provide services that promote self-sufficiency.
- Coordinate the staffing and presentation of onsite classes, programs, and services. Types of programs include, but are not limited to: ESL classes, nutrition education, health information/awareness, financial education, etc.
- Oversee an after-school program and teen program encompassing homework assistance and educational enrichment activities.
- Support with Food Resource and Distribution needs in the community.
- Develop & maintain partnerships with local providers to deliver services & programs.
- Plan & facilitate events, including community building events, throughout the year.
- Provide residents with information & referrals to access community resources.
- Develop & maintain relationships with property managers.
- Publish a monthly newsletter including a calendar of events for distribution to residents.
- Develop & maintain a resource directory of local service providers.
- Collect & submit program outcomes data. Includes monthly program attendance & 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:

- A drive and passion to provide quality services and programs to residents
- A bachelor's degree in Human Services, Social Work, or related field
- Bilingual in English/Spanish required
- Minimum of one year experience working with youth, including justice-involved youth and 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, clean driving record, 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.

DETAILS:

- **Work location:** Foxdale Apartments, 1250 Foxdale Loop, San Jose 95122
- **Classification/FLSA Status:** Full-time, non-exempt
- **Schedule:** Monday thru Friday, 9am to 5:30pm, with ability to work an occasional Saturday for events. Schedule is subject to change.
- **Benefits offered:** Project Access pays 100% of the employee's medical, dental, group life insurance, and EAP premiums; provides Paid Time Off, 13 paid Holidays, and 401(k) with an employer match of up to 4%. Vision and Voluntary Life Insurance is available at employee cost.

The above list of job duties is not exclusive or exhaustive and the job holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the position.

TO APPLY for this enriching opportunity please email your cover letter and resume to gperez@project-access.org with "Foxdale" 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.

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