



**Job Posting**  
**Temporary Resident Services Coordinator**  
Whispering Pines Apartments Family Resource Center, Phoenix, AZ

**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/](http://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.

This is a temporary full-time position, to provide support August through mid-November. You will be responsible for the coordination of programs and services offered for the benefit of residents which include youth, adults, and the elderly who live in the community. The Family Resource Center is located on the grounds of the housing apartment community.

**What you'll be doing:**

- Coordinate and oversee an after-school and teen program encompassing homework assistance and educational enrichment activities; plan, organize, and implement curriculum.
- Partner with community assets to plan and coordinate the staffing and presentation of onsite classes, programs, and services. Types of programs include, but are not limited to: health and nutrition, parenting classes, financial literacy, job skills and career opportunity.
- 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.
- Support the publishing of a monthly newsletter including a calendar of events for distribution to residents
- Collect and record data to measure program outcomes including monthly program attendance and evaluation reports

**What you'll bring to the table:**

- Bachelor's Degree in Social Work or Human Services field
- Minimum of one year experience working with youth (i.e. ASP) and in social services
- Experience serving diverse populations demonstrating cultural competency and community awareness
- Strong time management, administrative and organizational skills.
- Proficient skill level with MS Office (Excel, Word, Publisher, and Outlook)
- Strong communicator; high level of verbal, written, and listening skills
- Valid AZ Driver's License, clean driving record, and current automobile insurance
- CPR & First Aid certified
- Successful completion of background check

- The physical activity of this position may include minimal lifting, bending, walking, kneeling, reaching, and step climbing. Ability to lift up to 30 pounds which may include large boxes of food for a supplemental food distribution program.

**The details:**

- **Location:** The Family Resource Center is located on the grounds of Whispering Pines Apartments, 2601 N 36th St, Phoenix, AZ 85008.
- **This is a temporary, full-time positions, 40 hours per week**
- **Schedule:** Monday through Friday, 9am to 5:30pm

**TO APPLY for this enriching opportunity** please email your cover letter and resume to [anaccarato@project-access.org](mailto:anaccarato@project-access.org) with “Temp - Whispering” 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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