



Job Posting Resident Services Coordinator

Project Access Family Resource Center at Arroyo Vista Apartments in Mission Viejo, 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 encompassing homework assistance and educational enrichment activities.
- Support with Food Resource and Distribution needs in the community, including maintaining food bank partnership and distribution of goods.
- 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
- Bilingual in Spanish/English or Faris/English strongly preferred
- A bachelor's degree preferred 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, clean driving record, 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 (24 hours/week)**
- **Schedule:** Monday thru Thursday, 12pm to 6pm
- **Location:** Project Access Family Resource Center at Arroyo Vista Apartments, 26196 Crown Valley Parkway, Mission Viejo, CA.
- **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 “Arroyo” 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.

Project Access participates in E-Verify.