



**Job Posting**  
**Community Services Coordinator**  
TL Residences Apartments Resource Center  
San Francisco, 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/](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.

The Community Services Coordinator (CSC) serves as a frontline representative at a Project Access Resource Center. They are responsible for site management and relationship management with property managers, residents, program partners, volunteers, interns, and other community stakeholders. The CSC is responsible for the development, implementation, and facilitation of programs and services offered for the benefit of residents who live in the community, comprised mainly of working adults. This position works independently and is suited for someone proactive, who thrives in an environment with a high degree of autonomy, and who genuinely enjoys building community connectivity and engagement. The Project Access Resource Center is located on the grounds of the housing apartment community.

**What you'll be doing:**

- Implement core programs and services outlined on Program Model and contracts, including but not limited to: financial education, computer training/assistance, employment assistance, personal and professional development, ESL classes, etc.
- Plan and facilitate pro-social activities and community building events to encourage a strong sense of connectivity and engagement. Activities may include: professional networking, social mixers, holiday celebrations, health and/or resource fairs, resident appreciation events, etc.
- Develop & maintain partnerships with local providers to deliver services & programs.
- Provide residents with information & referrals to access community resources.
- Develop & maintain relationships with property managers.
- Publish monthly newsletters including calendars 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.

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

- A drive and passion to provide quality services and programs to residents
- Bachelor's Degree, preferably in Human Services, hospitality, or recreation field
- Minimum of one year of experience in event and/or activities planning, working with adults and diverse populations demonstrating cultural humility and community awareness.
- Intermediate skill level with MS Office (Excel, Word, Publisher) & Outlook.
- Strong time management, administrative, and organizational skills.
- Strong communicator; high level of verbal, written, and listening skills
- Able to lift up to 30 pounds which 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 full-time (32) hours per week, non-exempt position**
- **Schedule:** Monday-Thursday, 9am-6pm. Some flexibility in schedule preferred, with ability to work an occasional Saturday for an event if necessary. Schedule is subject to change.
- **Location:** Two buildings - 145 Leavenworth & 361 Turk St, San Francisco 94102
- **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 a Safe Harbor 401(k) with 4% company match. Vision and Voluntary Life Insurance is available at employee cost.

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