



Job Posting
Resident Services Coordinator (14 hours/week)
Mayfield Place Apartments Family Resource Center, Palo Alto, 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.

The Resident Services Coordinator is responsible for the overall development and coordination of programs and services offered for the benefit of residents, which include youth, adults, and the elderly, who live in the apartment community. Will serve as a liaison in the community and advocate for services offered to residents with a drive to increase presence and access to programs and services in the respective community through intentional outreach and engagement. The Resource Center is located on the grounds of the affordable housing development.

What you'll be doing:

- Implement core programs and services outlined on Program Model and contracts. This includes connecting, engaging and empowering residents across four initiatives: Economic Stability, Education for Youth & Families, Health & Wellness, and Community Building.
- Coordinate & oversee an after-school program and teen program. Create & implement curriculum, homework assistance, & educational enrichment activities.
- 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 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, pick up food distribution from food pantries, and 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 English/Spanish preferred
- Minimum of one year of experience in social services and working with youth
- Experience serving diverse populations demonstrating cultural competency 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 current automobile insurance
- 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 (14 hours per week), non-exempt position**
- **Wage: \$25-\$26 per hour**
- **Schedule:** Tuesday & Thursday, 10:30am-6pm
- **Location:** Mayfield Place Apartments, 2500 El Camino Real, Palo Alto CA 94306
- **Benefits offered:** Project Access offers pro-rated Paid Time Off, 14 paid 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 anaccarato@project-access.org with "Mayfield" 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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