



Job Posting
Bilingual Resident Services Associate (29 hours/week)
Hermosa Village Apartments Family Resource Center, Anaheim, 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 Associate is responsible for assisting the Resident Services Coordinator with the daily operation of the Family Resource Center, providing programs and services for the benefit of residents, which include youth, adults and the elderly who live in the community. This is an entry-level position geared towards someone who enjoys interacting with school-aged children and is looking to gain experience in creating enrichment activities and lesson plans.

What you'll be doing:

- Primary responsibility will be assisting with running the after-school program.
- Build trust and relationships with residents.
- Assist the Resident Services Coordinator with linking residents with existing programs and services in the community, and facilitating their access to services through information and referral services
- Assist the Resident Services Coordinator and Associate Resident Services Coordinator with linking residents with existing programs and services in the community, facilitating their access to services, and provide information and referral services
- Provide translation and interpretation services to residents
- Support food distribution needs
- Distribute a monthly newsletter and fliers for residents to promote activities and programs onsite
- Assist with the coordination of onsite activities, community building events, and recruiting new community- based organizations to provide services onsite
- Assist Resident Services Coordinator with retrieving and maintaining resident data that reflects resident service needs, demand for services, program and service post surveys, and referrals made through the Family Resource Center
- Maintain resident attendance records for programs, services, and events

What you'll bring to the table:

- A drive and passion to provide quality services and programs to residents
- High school diploma
- Experience in education, social services, or related non-profit work
- **Bilingual in Spanish and English required**
- Proficient in MS Office
- Valid CA Driver's License, clean driving record, and auto insurance
- Successful completion of a background check and LiveScan clearance

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

The details:

- **This is a part-time (29 hours per week), non-exempt position**
- **Wage: \$18.00 per hour**
- **Schedule: Monday/Wednesday/Friday, 1pm-6pm, Tuesday/Thursday, 11am-6pm**
- **Location: Hermosa Village Apartments, 1515 South Calle Del Mar, Anaheim, CA 92802**
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 “Hermosa” 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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