



**Job Posting**  
**Contract Resident Services Coordinator**  
Arroyo Vista Apartments, 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/](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 contract position anticipated to last two to four months (until regular employee returns).**

**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.
- Support with Food Resource and Distribution needs in the community.
- 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.
- Maintain relationships with property managers.
- Publish a monthly newsletter including a calendar of events for distribution to residents.
- Maintain a resource directory of local service providers.
- Collect applicable resident data such as program attendance
- 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
- Bachelor's degree in Human Services, Social Work, or related field preferred
- Bilingual in English/Spanish or English/Farsi a plus
- Minimum of one year of experience in delivering social services, working with youth, 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 Driver's License, clean driving record, 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:**

- **Location:** The Family Resource Center is located on the grounds of the Arroyo Vista Apartments, 26196 Crown Valley Parkway, Mission Viejo, CA 92692
- **This is a part-time, temporary position, 24 hours per week**
- **Schedule:** Monday through Thursday, 12pm to 6pm, with ability to with ability to work an occasional Saturday for an event. Some flexibility in scheduling.
- **Wage:** \$23.00/hr

**TO APPLY for this opportunity** please email your cover letter and resume to [anaccarato@project-access.org](mailto:anaccarato@project-access.org) with “Arroyo” entered in the subject line. Your cover letter is to summarize your experience working with youth and diverse cultures.

**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**