



Job Posting
Teen Services Associate
Hermosa Village Apartments Family Resource Center
Anaheim, CA

If you're passionate about creating real impact in our communities, consider Project Access as the next step in your career. Driven by a mission to provide residents of affordable housing communities the opportunity to achieve self-sufficiency and maximize their full potential, we are committed to being a great place to work for a diverse workforce of people committed to a meaningful cause. Whatever your role at Project Access, you will play an essential role in helping us cultivate strong communities, positive changes, and hopeful futures.

About us:

Project Access provides programs and services to over 27,000 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.

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/

What you'll be doing:

- Build trust and relationships with teen and adult residents.
- Conduct target outreach to teen residents and their parents/caregivers with a goal to increase teen and young adult participation.
- Assist the Resident Services Coordinator in developing and cultivating partnerships with local agencies and schools to bring in educational workshops.
- Assist with the implementation of events, workshops and homework assistance.
- Interact with parents and teens on a consistent basis regarding teen programming in order to keep participants informed, involved, and engaged.
- Assist the Resident Services Coordinator in coordinating and overseeing a teen program including but not limited to: life skills, education and employment readiness financial education, and preparing for the transition into adulthood.
- Assisting teens with homework and school assignments.
- Recruit, enroll, track, and monitor program participants to achieve targeted participation goals and program outcomes.
- Participate in the creation and monitor the adherence of budgets to include teen programs.
- Collect & submit program outcomes data. Includes monthly program attendance & evaluation reports.
- Conduct research and attend trainings and workshops to stay abreast of changing needs and trends to best serve the teen population and their parents/caregivers.
- 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:

- Bilingual English/Spanish preferred
- A drive and passion to provide quality services and programs to residents

- High school diploma
- One year experience in education and/or social services working or volunteering with teen ages 13-18 preferred
- Experience serving diverse populations demonstrating cultural competency 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
- Valid Driver's License 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 (20 hrs/wk), non-exempt position**
- **Schedule:** Monday through Thursday, 1pm-6pm. Ability to work an occasional Saturday for an event. Schedule is subject to change.
- **Location:** Hermosa Village Apartments, 1515 South Calle Del Mar, Anaheim, CA 92802
- **Wage:** \$18.00/hr
- **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 "Teen Services" entered in the subject line. Your cover letter is to summarize your experience working with diverse cultures and with teens.

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