



Job Posting

Become a key part of an exciting team that provides on-site health, education, and employment services to over 15,000 children, families, and seniors living in low-income neighborhoods. Project Access Resource Centers are embedded into the fabric of the community as a physical presence on-site, in residents' own backyards, thereby eliminating the geographical barrier of access to social services. To learn more about Project Access, please visit <https://www.project-access.org> and <https://www.facebook.com/ProjectAccessOrg/>.

Making a difference in lives and communities:

As the **Resident Services Coordinator**, you are 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 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. This position is suited for someone who thrives in an environment with a high degree of autonomy and accountability. The Project Access Family Resource Centers are located on the grounds of **Villa Monterey** and **Charter Courts Apartments in San Jose** and **Studio 819 Apartments in Mountain View**.

Interested in more details?

Schedule: This is a full-time, non-exempt position with a Monday-Friday 9:00am-5:30pm work schedule. 3 days scheduled at Villa Monterey, 1 day at Charter Court, and 1 day at Studio 819.

Benefits: Project Access pays 100% of the employee's medical, dental, vision, life insurance, and EAP premiums; provides Paid Time Off and 12 paid Holidays, and a 401(k) plan with an employer match of up to 4%.

Work locations: The Project Access Family Resource Centers at Villa Monterey Apartments, 2898 Villa Monterey Rd, San Jose; Charter Court Apartments, 1200 Rancho Way, San Jose; and Studio 819, 819 North Rengstorff Avenue, Mountain View.

TO APPLY for this enriching opportunity, please email your cover letter and resume to humanresources@project-access.org with the word "Villa Monterey" in the subject line. Your cover letter is to summarize your experience working in community serving diverse cultures and multiple age groups (from children in after-school programs to adults to seniors).

Program Delivery (70%)

- Identify services that promote independence through surveys, community meetings, etc.
- Coordinate and oversee an after-school program and teen program encompassing: homework assistance and educational enrichment activities; plan, organize, and implement curriculum.
- Programs may also include nutrition, parenting, financial literacy, job skills and career opportunity, referrals to access city and community services, and community building events.
- Partner with community assets to plan and coordinate the staffing and presentation of onsite classes, programs, and services.
- Coordinate and develop events and fairs, as needed
- Develop and maintain partnerships with local providers to deliver services onsite.
- Information and Referral: Provide residents with information and referrals to access city and community resources.
- Outreach: Link residents with existing programs and services in the community and facilitate access to services.

- Develop and maintain relationships with property managers and arrange biannual meetings to discuss program opportunities or needs.

Administrative (30%)

- For the resource centers at Villa Monterey and Charter Court, publish a monthly newsletter including calendar of events for distribution to residents.
- Help create and adhere to budgets for resident service programs
- Develop and maintain the resource directory of local service providers and provide information and referral services using directory.
- Collect and record data to measure program outcomes to include monthly program attendance and evaluation reports.

QUALIFICATIONS (Education, Experience, Skills, Credentials):

- BA/BS degree in Social Work, Human Services, or closely related field
- Bilingual in Spanish/English or Vietnamese /English preferred
- Minimum of one year experience in social services and working with youth
- Experience serving diverse populations demonstrating cultural competency and community awareness
- Strong time management, administrative and organizational skills.
- Ability to self-start and multi-task; excellent communication skills
- Intermediate skill level with MS Office (Excel, Word, Publisher) and Outlook
- The physical activity of this position includes ability to: stand or walk majority of shift, lift up to 30 pounds, bend, kneel, and reach frequently.
- Valid CA Driver's License, clean driving record, and current automobile insurance
- CPR & First Aid certified
- Successful completion of background check and LiveScan

The above list of job duties is not exclusive or exhaustive and the job holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the position.

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. San Francisco City and County Applicants: Project Access, Inc. will evaluate all qualified applicants in a manner which is consistent with the San Francisco Fair Chance Ordinance requirements.