



Job Posting
Resident Services Coordinator
Nugent Square Project Access Resource Center
East Palo Alto, 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/

The opportunity:

The Resident Services Coordinator provides overall development, implementation, and coordination of the onsite after-school program offered to benefit the youth who live in the apartment community. This position works independently and is suited for someone who is proactive and thrives in an environment with a high degree of autonomy and accountability. The Resource Center is located on the grounds of the apartment community.

What you'll be doing:

- Coordinate and oversee an after-school program and teen program encompassing homework assistance and educational enrichment activities; plan, organize, and implement the curriculum.
- Develop & maintain partnerships with local providers to deliver services & workshops.
- Provide residents with information & referrals to access community resources and services.
- Develop and maintain strong relationships with the property management team.
- Publish monthly newsletters including calendars 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.

What you'll bring to the table:

- Bilingual English/Spanish preferred
- Bachelor's Degree in Social Work, Human Services, or related field, or one to two years social service experience in lieu of degree.
- Minimum of one year experience in after-school programs or educational settings for youth
- Minimum of one year experience serving diverse populations, demonstrating cultural competency and community awareness.
- Proficient with MS Office (Excel, Word, Publisher, Outlook). Basic with Adobe Acrobat, Canva, Salesforce, Concur.

- Strong time management, administrative, and organizational skills.
- Self-starter, multi-tasker, and strong communicator
- The physical activity of this position includes minimal bending, walking, kneeling, reaching, and step climbing. Able to lift up to 30 pounds, which includes large boxes of food for a supplemental food distribution program.

The details:

- **This is a part-time (16 hrs/wk), non-exempt position**
- **Schedule:** Monday, 12pm-6pm, Tuesday and Thursday, 1pm-6pm. Schedule is subject to change.
- **Location:** Nugent Square Apartments, 2361 University Ave, East Palo Alto, CA 94303
- **Wage:** starting at \$27/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 “Nugent” 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.

Project Access participates in E-Verify