



Job Posting
Resident Services Associate
Meadowbrook Apartments Project Access Resource Center
San Diego, CA

If you're passionate about creating meaningful change and fostering equity in our communities, Project Access could be your next transformative career move. Our mission is to empower residents of affordable housing communities, providing them with the tools and opportunities to achieve self-determination and realize their full potential.

We're dedicated to cultivating an inclusive, diverse, and equitable workplace where all team members can thrive. At Project Access, we recognize that our strength lies in our differences, and we actively seek individuals from varied backgrounds, experiences, and perspectives.

No matter your role here, you'll be a crucial part of our collective effort to build resilient communities, drive positive systemic changes, and create pathways to sustainable futures. We believe in the power of community-driven solutions and are committed to amplifying the voices of those we serve.

By joining our team, you'll contribute to breaking cycles of poverty, addressing social inequities, and promoting economic justice. We invite you to bring your unique skills, lived experiences, and passion for social change to help us reimagine what's possible in affordable housing communities.

About us:

Project Access provides programs and services to over 27,000 children, families, and seniors living in affordable housing communities across the country. We strive to empower residents of affordable housing communities through our onsite services, aiming to create pathways for self-reliance and personal growth.

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 Associate is responsible for assisting the Resident Services Coordinator (RSC) with the daily operation of the Family Resource Center, which provides programs and services for the benefit of residents who live in the community. The primary responsibility will be assisting in running the after-school program. The Family Resource Center is located on the grounds of the housing apartment community.

What you'll be doing:

- Assist the RSC with linking residents and facilitating access to existing programs and services in the community, including but not limited to: Education for Youth, Health & Wellness, Immigration Services, Outreach Efforts, and Housing Assistance
- Provide translation and interpretation services to residents
- Support food distribution needs
- Assist with the instruction of onsite classes, programs, after school tutoring, and other services
- 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 RSC 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:

- Bilingual English/Spanish preferred
- 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
- Proficient in MS Office
- Valid Driver's License, clean driving record, and auto insurance
- Successful completion of a background check
- 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 hrs/wk), non-exempt position**
- **Schedule:** Mon, Tues, Wed, Fri: 12pm-5:30pm, Thurs: 10am-5:30pm. Schedule is subject to change.
- **Location:** Meadowbrook Apartments, 378 S Meadowbrook Dr, San Diego, CA 92114
- **Wage:** \$18.00/hr
- **Benefits offered:** Project Access offers pro-rated Paid Time Off, 14 paid holidays, Employee Assistance Program, Life insurance, and a 401(k) with company contribution.

We encourage applications from candidates of all backgrounds, particularly those whose identities are underrepresented in our industry. Don't hesitate to apply even if you don't meet 100% of the qualifications. Our company values diverse perspectives and experiences, and we welcome candidates who may not check every box on the requirements list but who have relevant skills, enthusiasm, and potential. We believe our differences make us stronger

TO APPLY for this empowering opportunity, please send your introduction letter and resume to anaccarato@project-access.org with "Meadowbrook" in the subject line.

Project Access, Inc. is an at-will and equal opportunity employer, committed to creating an equitable and inclusive workplace. We value diversity in all its forms and actively seek to build a team that reflects the richness of our community. Our hiring practices are designed to identify and welcome talented individuals regardless of their race, ethnicity, cultural background, religious beliefs or practices, gender identity or expression, relationship status, age, neurotype, physical or sensory abilities, sexual orientation, military service history, or any other aspect of their identity protected by law. We believe that a diverse team leads to better ideas, more innovative solutions, and a stronger community impact. Our goal is to foster an environment where everyone can thrive and contribute their unique perspectives and skills.

Project Access participates in E-Verify