



RESIDENT SERVICES COORDINATOR

JOB ANNOUNCEMENT

Title: Resident Services Coordinator
Site: Sacramento (North Natomas)

Reports to: Director of Services
Hours: Up to 15 per week
Rate: \$17 per hour to start

Description:

Pacific Southwest Community Development Corporation (PSCDC) is a non-profit affordable housing developer and resident services provider. We are seeking a part-time employee who will be responsible for developing and implementing educational, recreational, and social programs and activities for the residents at affordable housing site in North Natomas, Sacramento. Our objective is to provide services to our residents to include homework tutoring for school age children and classes for adults such as computer instruction, ESL classes, job counseling, financial literacy, and a food distribution program.

Equal Opportunity Employer. Criminal Background clearance required.

Key Responsibilities:

- Conduct classes (homework tutoring, computer literacy, ESL, etc.) according to a schedule.
- Provide information and resources to the community by becoming familiar with community organizations and social service providers.
- Maintain daily records of resident participation.
- Organize and implement on-site educational, recreational, and social programs and activities for youth and adult residents of apartment communities to fulfill service requirements.
- Develop and maintain professional relationships with social service agencies.
- Develop and maintain professional relationships with property management.
- Provide continual outreach to residents to increase and maintain attendance.
- Evaluate the needs of residents to develop programs and identify resources.
- Participate in PSCDC meetings and training sessions.
- Prepare a monthly progress report.
- Other responsibilities as assigned.

Skills and Qualifications:

- College education in teaching, counseling and social services preferred.
- Previous experience working with youth and adults.
- Ability to work in diverse settings
- Ability to problem solve.
- Willingness to outreach and engage community residents to become involved in programs.
- Ability to organize and schedule recreational, educational, and social activities
- Intermediate to advanced computer skills (Word, Excel, Google applications, keyboarding)
- Reliable transportation

SEND YOUR RESUME TO – pscjdjobs@gmail.com

VISIT OUR WEBSITE – www.pswcdc.org