The Community Preservation Unit is currently seeking a **Resident Service Coordinator** to provide high quality services to St. Nicks Alliance residents that will improve their economic self-reliance, independent living and full integration to community life.

**Responsibilities**

- Schedule and perform home visits, appointments and walks-ins with St. Nicks Alliance residents to access their family economic and social needs.
- Screen and enroll St. Nicks Alliance residents to programs and services to improve their economic self-reliance.
- Coordinate with Property Management team to identify residents in need of social service case management.
- Assist with the design of outreach and educational materials for distribution to St. Nicks Alliance residents.
- Assist with the planning and implementation of recreational activities for families residing in St. Nicks Alliance properties, including holiday celebrations, block parties and other recreational events.
- Assist with the planning and facilitation of educational activities, including workshops and presentations aim to St. Nicks Alliance’s residents in topics including financial wealth, health, green and healthy living and other topics that will promote economic self-reliance and independent living.
- Schedule and facilitate resident association meetings.
- Engage St. Nicks Alliance residents into community organizing efforts affordable housing and environmental justice.
- Network effectively with local and city-wide organizations and agencies that provide programs and service that further residents’ self-reliance.
- Assist with the maintenance of residents’ files and database and reporting.

**Qualifications/Requirements**

- Minimum of one year experience on Community Outreach or Social Services
- Ideal candidate must be fully trilingual (English, Cantonese, and Mandarin)
- Ability to work with economic, cultural diverse population
- Familiarity with City’s and Federal public benefit program- Desirable
- Excellent written and verbal communication skills
- Ability to work evenings and weekends as necessary

**If interested, please send resume and cover letter (via email only) indicating salary requirements to:**

St. Nicks Alliance  
Attention: Mr. Rolando Guzman, Deputy Director of Community Preservation  
Email: ymolina@stnicksalliance.org

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*St. Nicks Alliance and its affiliates are Equal Opportunity Employers*

St. Nicks Alliance is a 40 year old not-for-profit community organization focusing primarily on the neighborhoods in North Brooklyn. Its programs impact more than 10,000 residents annually in the areas of: Housing development and management; Tenant assistance; Workforce Development; Youth and Education; Economic Development and Healthcare.