St. Nicks Alliance is currently seeking a **Resident Service Coordinator** to join a team of dedicated professionals providing high quality services to residents of St. Nicks Alliance’s managed housing that will improve their economic self-reliance, independent living, and full integration to community life. The position is under the supervision of the Assistant Director of Resident Services in the Community Preservation Department.

**Responsibilities**
- Schedule and perform home visits, appointments, and walks-ins with residents to access their family economic and social needs.
- Screen and enroll residents in programs & services to improve their economic self-reliance.
- Coordinate with Property Management team identifying residents in need of social services.
- Assist with design of outreach & educational materials for distribution to residents.
- Assist with the planning and implementation of recreational activities for families residing in properties, including holiday celebrations, block parties, and other recreational events.
- Assist with the planning and facilitation of educational activities, including workshops and presentations aimed to residents on 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 residents into community organizing efforts on affordable housing and environmental justice.
- Network effectively with local and city-wide organizations and agencies that provide programs and services that further residents’ self-reliance.
- Assist with the maintenance of residents’ files, database, and reporting.

**Qualifications/Requirements**
- Minimum of one year experience on Community Outreach or Social Services.
- Bi-lingual (English/Spanish — spoken and written) preferred
- 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.

**Compensation:** ~$48,000, commensurate with experience; Health, Dental and other benefits

If interested, please send resume and cover letter (via email only) indicating salary requirements to:
- St. Nicks Alliance
- Attention: Resident Service Coordinator Search
- Email: cpjobs@stnicksalliance.org

**St. Nicks Alliance and its affiliates are Equal Opportunity Employers**
St. Nicks Alliance is a 45+ year old not-for-profit community organization focusing primarily on the neighborhoods in North Brooklyn. Its programs impact more than 16,000 residents annually in the areas of: Housing development and management; Tenant assistance; Workforce Development; Youth and Education; Economic Development and Healthcare.