Pacific Southwest Community Development Corporation
Job Description

Job Title: Resident Services Coordinator
Reports To: Director of Services
FLSA Status: Non-Exempt

Pacific Southwest Community Development Corporation (PSCDC) is a non-profit affordable housing developer and resident services provider. As a part-time employee you will be responsible for developing and implementing recreational, educational and social programs, as well as activities for the residents at The Landings I & II and Rancho Buena Vista Apartments in Chula Vista, CA. Our objective is to provide services to our residents which range from homework tutoring for school-age children and computer education, food distributions, arts and crafts classes, ESL and financial education for adults.

Equal Opportunity Employer. Criminal Background clearance required

Duties and Responsibilities include the following. Other duties may be assigned.

1. Ability to work independently and display leadership qualities*

2. Develops and implements on-site recreational and educational social programs and activities for youth and adult residents of apartment communities as to fulfill service requirements under supervision of Director of Services*

3. Conducts classes to include, but not limited to, homework tutoring and computer literacy*

4. Working with low-income youth in a residential setting is a must*

5. Working with youth that might have learning disabilities is preferred*

6. Develops and implements a positive discipline model that will assist with classroom management*

7. Conducts art-based activities and residential activities*

8. Develops and maintains professional relationships with third party agencies that provide social services. Responsible for collaborating with agencies and setting up presentations/workshops and creating the marketing material to encourage attendance*

9. Develops and maintains professional relationships with property management*

10. Conducts community meetings to promote programs and activities*

*Essential Function
11. Serves as an informational resource for community services for the residents and provides referrals*

12. Provides continual outreach to residents in order to increase and maintain attendance in programs*

13. Identifies and evaluates the needs of residents through assessments in order to establish priority services*

14. Maintains accurate records of resident participation in activities*

15. Participates in PSCDC meetings and training sessions*

16. Prepares program progress reports as requested*

17. Solicits donations from local businesses and community organizations*

18. Performs additional tasks and responsibilities as required*

**Qualifications:**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Ability:**
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Communication, organizational, and interpersonal skills preferred.

**Math Ability:**
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**
To perform this job successfully, an individual should have intermediate knowledge of Microsoft Word, Microsoft PowerPoint, Microsoft Excel, general research experience using internet search engines, and be able to operate our cloud database effectively.
**Education/Experience:**  
Associate of Arts degree or higher preferred and/or equivalent combination of education and experience.  
Preferred areas of education/experience: education/teaching, psychology, sociology, or social services.

**Knowledge, Skills and Abilities:**  
- Bilingual abilities preferred  
- Time management  
- Ability to work with diverse groups, children, adults, and seniors

**Physical Demands:**  
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, and talk/hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, and taste/smell. The employee must repetitively lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

**Work Environment:**  
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions.

The noise level in the work environment is usually moderate.

Work schedule: Monday through Friday between the hours of 2 p.m. to 6 p.m.; flexible; up to 24 - 30 hours per week.

Pay rate: $15/hour

**Benefits Package Available:**  
401k retirement plans, Roth, Flex Spending Account, Employee Assistance Program, Working Advantage (available after probationary period and/or after working a certain number of hours within a year from employment start date).

Please send resumes to pscdcjobs@gmail.com  
Interviews will be conducted via Zoom or at our corporate office in Rancho Bernardo  
www.pswcdc.org  
Check out our Facebook: Pacific Southwest Community Development Corporation  
Check out our Instagram: @pacificsouthwestcdc

*Essential Function*