



RESIDENT SERVICES COORDINATOR

Department: Resident Services	Job Status: Full-time (40 hours per week)
Reports To: Resident Services Manager	FLSA Status: Non-Exempt

Job Purpose

The Resident Services Coordinator (RSC) is an integral and collaborative member of the Resident Services Team actively supporting residents to live stably in their housing, and to thrive in the community. The Resident Services Coordinator empowers residents with information and referrals, navigating access to resources, and opportunities to grow and advance. The Resident Services Coordinator is responsible for execution of onsite resident programs, special events, and direct resident support and assistance. The RSC also plays a key role in completing team collective goals by assisting with ongoing resident assessments (intake, needs, seniors), various administrative tasks and supporting other work of the Resident Services Managers and Director of Resident Services.

Essential Functions & Responsibilities

The following essential functions require strong organizational skills, keen attention to detail, and superior reliability.

Programming:

- Effectively coordinates, prepares, manages, and executes assigned resident programs, for all ages, based on survey results indicating resident need and interest. Resident programs (on-site at APAH properties and virtual offerings) include relevant topics such as tutoring, financial literacy, community service, health services, job readiness/workforce development, and resident leadership training.
- Ensures effective scheduling of events, direct outreach to residents and attendees, appropriate room set up/virtual access planning, and thorough material preparation.
- Manages and engages volunteers to successfully support programming and promote volunteer retention.
- Coordinates and delivers weekly onsite programs with key partners including enrolling residents (when required), ensuring eligibility, coordinating with partners, managing volunteers, creating streamlined processes, and troubleshooting issues.

Resident Support:

- Assist residents with lease compliance issues, such as housekeeping and late rental payments, including locating, coordinating, and monitoring necessary and appropriate services for residents with these service needs.
- Manages, coordinates and maintain regular contact with residents (at each designated development) primarily through face-to-face meetings, and /or phone contact specific to each individual/family needs.
- Effectively creates opportunities for outreach to residents by promoting classes/programs, workshops, and special events through various mediums (flyers, website, phone calls).

Administration:

- Collects, manages, reports and analyzes data, through the case management platform, on a weekly basis to ensure accuracy and consistency with established data collection standards. Utilizes the case management platform daily to better understand Return on Investment for Resident Services Team
- Manages and reconciles a monthly program/services budget.
- Creates monthly/quarterly calendar of events, produces outreach flyers, and newsletters.
- Routinely participate in full staff calls, regional peer sharing calls, meetings with property managers, meetings with direct supervisor, and meetings with the leadership team.

Competencies

- Strong attention to detail
- Strong organizational and time management skills
- Excellent communication skills/Active listener
- Friendly outgoing personality/Empathetic
- Team orientation
- Able to adapt to changing priorities

Supervisory Responsibility

None

Required Education and Experience

- Bachelor's Degree or equivalent prior experience in Human Services, Social Work, or related field.
- 1-2 years of previous employment, internship or volunteer experience working directly with underserved populations preferred.
- Experience in human services field strongly preferred.
- Fluent English speaker, additional fluency in Spanish, Amharic, or Mongolian helpful.
- Demonstrated proficiency in data entry, working knowledge of Microsoft Office with an emphasis on Word, Excel, and PowerPoint.
- Commitment to the APAH mission of providing affordable housing and improving the lives of residents.

Working Conditions/Physical Requirements

This job operates in a professional office environment. On occasion this position may work off-site at events. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

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.

While performing the duties of this job, the employee is regularly required to move for prolonged periods of time for resident services events. The employee is frequently required to operate a computer and other office equipment, communicate information and ideas so others will understand, observe details at close range, and will occasionally move items weighing up to 30 pounds.

Travel Requirements

Local travel required. Must possess a valid driver's license and reliable transportation to travel in support of APAH events across multiple properties.

Hours of Work

This is a full-time, non-exempt position, working approximately 40 hours per week, Monday - Friday, with regular evening hours 2-3 times per week (7:00pm/8:00pm). Occasional weekend support may be required for special events/programming.

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Disclaimer

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned, at any time with or without notice.

Salary and Benefits

\$48,400-\$64,600 annually, commensurate with experience. APAH has a competitive benefits package that includes medical, dental and vision insurance, long and short-term disability insurance, life insurance, commuter benefits, 401k and paid leave. Our corporate office in Ballston features free parking.

Equal Opportunity Employment

APAH offers equal employment opportunities (EEO) to employees and applicants for employment and prohibits unlawful discrimination and unlawful harassment on the basis of race, color, religion, national origin, gender, age, disability, gender identity or expression, veteran status, marital status, sexual orientation or any other protected classes or categories as defined by federal, state or local laws. This policy applies to all terms and conditions of employment including, but not limited to recruitment, selection, promotion, termination, layoff, recall, transfer, leave of absence, training program participation, compensation and all other terms, conditions and privileges of employment.

APAH is an [E-verify employer](#) and will provide the federal government with Form I-9 information to confirm authorization to work in the US. APAH will only use [E-Verify](#) once a job offer is accepted, following submission of the Form I-9.

For more information about APAH, visit our website at apah.org. To apply, please submit your resume and cover letter to resumes@apah.org. Resumes will be accepted until the position is filled.