

COMMUNITY PARTNERS

FOR AFFORDABLE HOUSING, INC.

JOB DESCRIPTION **Resident Services Coordinator/Eviction Prevention and Housing Stabilization**

Duration: Permanent, Full-time (40 hours/week) Non-Exempt Position

Reports To: CPAH's Executive Director

Salary Range: \$15-\$18.27/hourly (\$15/hr-\$15.87/hr hiring range)

Benefits: Medical, Vision & Dental Insurance
Employer Funded 403(b) Pension
Vacation, Holidays, Personal, Bereavement and Sick Leave

Position Summary:

The Resident Services Coordinator provides direct program implementation of CPAH's resident services programs and activities, focusing on eviction prevention and housing stabilization.

Essential Functions:

- Provide resource and referral information to assist residents with eviction prevention;
- Coordinate with on-site property management to address resident issues;
- Coordinate and implement community building activities as well as health and wellness activities for residents to build a positive community culture;
- Track activities and outcomes and assist in compiling reports;
- Develop partnerships with external organizations;
- Provide guidance to community volunteers and agency interns;
- Support the Resident Advisory Council;
- Coordinate monthly Community Basket food distribution;
- Collaborate with other CPAH staff;
- Other related duties as assigned.

Preferred Knowledge, Skills, and Abilities:

Desire and ability to work with affordable housing residents in an enriching, positive, and safe environment. Good verbal, written and interpersonal communication skills. Operational understanding of computer programs and email. Proven ability to work with efficiency, flexibility and a sense of humor. Passionate about CPAH's mission and impact. Ability to maintain appropriate professional boundaries with residents. Ability to work independently and as part of a team. Bilingual and/or multicultural individuals are encouraged to apply. CPAH values experience working with historically underserved populations and communities of color.

Qualifications:

High school diploma. B.A. or B.S. degree in education, community development, social sciences, social work or similar preferred. Training, education, and/or experience working adults and seniors.

Unique Job Conditions:

Requires occasional participation in evening and weekend meetings or events. Requires local travel between sites on a regular basis. Occasionally required to lift more than 25 pounds.

To Apply:

Please review the job description to ensure your skills and experience are a good match for the position. To apply, submit a resume and cover letter via email to info@cpahinc.org. In your cover letter, not to exceed one page, please describe your interest in this position, your perspective on affordable housing, and how your background makes you the ideal candidate. Also, include any experience you may have had serving historically underserved populations and communities of color.

This position will be open until filled.

For more information on CPAH, please visit our website at www.cpahinc.org.

Community Partners for Affordable Housing, Inc. is a non-profit community-based housing development organization.