



250 N Calaveras Ave, Fresno CA 93701
www.lowellcdc.org

JOB Description: **Resident Services Coordinator**

Organization Mission: *To improve the quality of life in the Lowell neighborhood through community engagement, equitable housing and historic diversity.*

Purpose: The Resident Services Coordinator will work to facilitate and promote resident and business engagement and services within the Lowell community. To facilitate and promote Tenant Education throughout the community

- Provide Youth and Adult enrichment activities to the residents of the FENIX apartments and the Lowell community.
- Using an Asset-based approach, facilitate community change and growth.
- Building partnerships with like-minded organizations to provide a wide variety of services for residents and businesses
- Work with networks of resident leaders and business owners building trust and finding common goals for the larger community.
- Build partnerships at the FENIX apartments with residents and community partners in the Lowell community to foster healthy relationships.

Location: Meetings and workshops will be held at the FENIX apartments 250 N. Calaveras Fresno CA 93701, site visits will be in the Lowell Neighborhood and office work can be done at satellite locations or at the office.

Qualifications:

- Bilingual in Spanish is preferred
- Proficient in basic computer skills, Excel, Word, Google docs and web browsing.
- Presentation or teaching experience with excellent oral and written communication skills.
- Record keeping and grant tracking.
- Experience with writing, maintaining and reporting for grants.

Responsibilities: Building relationships and knowledge about the needs and assets of residents. Outreach, promotion and implementation of Resident Services, Work directly with other service providers and community partners in Fresno to bring a variety of services to the FENIX community. Ongoing communication with tenants, residents and community partners regarding updated programs and activities. Update and facilitate communications (ie Website, social media, emails and printed flyers and calendars) with clear information for residents or

stakeholders. Coordinate weekly youth and adult activities. Weekly meetings with the Executive Director and partners will be mandatory to report on the progress. Prepare general reports required for all grant funding and for the Lowell CDC board or funders. Grant writing to contribute to the ongoing sustainability of Lowell CDC priorities. Any other roles as assigned by the Executive Director.

Hours/Compensation:

5 - 10 hours per week

\$18.00 per hour

To apply for this position please forward resume and cover letter to Esther Carver at info@lowellcdc.org