

Resident Services Coordinator (Boston)

Property Management Company is seeking an experienced Resident Services Coordinator for busy Boston Section 8 apartment complex to coordinate and implement services for resident population. The ideal candidate will be bright, energetic and enjoy becoming involved in a variety of tasks in a team-based supportive atmosphere. Must possess good communication and organizational skills and be able to work well with little supervision.

Duties Include:

Coordinate Resident Services program.

Identify and select services and resources with local agencies and assist Residents who are in need of these services.

Work with Property Manager and other Management staff to assist residents with lease violation issues.

Prepare monthly newsletter.

Coordinate recreational activities for residents.

Establish and monitor goals of Resident Services program.

Develop new programs as needed.

Work Schedule: Monday through Friday, 8:30 a.m. -- 5:00 p.m. May be required to work certain evenings and/or weekends as needed in order to support Resident Services programs that are on-going, in-place, and/or special events, per supervisor's approval.

Qualifications:

BA in human services field.

2+ years experience working with elder/youth populations in resident services, social work or case management.

Good organizational, communication (both oral and written), planning and creative thinking skills

Personable and able to work with and understand the problems and attitudes of a varied resident population.

Grant writing experience

Ability to communicate well with residents.

Possess good telephone skills and provide exceptional customer service.

Self-starter who works well with little supervision.

Multi-tasker with strong follow-up skills

Must be computer savvy and be proficient in all aspects of Microsoft Office

Demonstrated knowledge of disability issues, including HUD 504 and ADA compliance.

Bi-lingual (Spanish) a plus

Compensation commensurate with experience. We offer a rich benefit plan that includes paid holidays, sick and vacation time, along with health/dental insurance, 401K plan, and training opportunities.

Interested candidates should send a resume and cover letter, along with compensation requirement to clopez@cornerstonecorporation.net.

Equal Opportunity Employer