

Newton Community Development Foundation, Inc.

Resident Services Coordinator

Newton Community Development Foundation (NCDF) is seeking a full-time Resident Services Coordinator to coordinate activities and programs for residents at its housing communities and to work with residents in need of additional support including but not limited to referrals to outside agencies, providing information about community resources and addressing issues to help sustain a successful tenancy.

This is an entry level position with supervision provided by NCDF's Director of Resident Services.

Primary responsibilities include but are not limited to:

- Plan, coordinate and outreach for in-house programs/activities to promote a positive sense of community, self-sufficiency and overall wellness.
- Meet with residents to discuss interests and concerns within the community and/or tenancy issues; serve as a liaison between residents and Property Managers.
- Assist residents in accessing public benefits and services which they may be eligible for and make referrals whenever appropriate.

Required skills, knowledge and abilities:

- Bachelor's degree in Social Work or related field.
- Excellent interpersonal, as well as written and verbal communication skills.
- Ability to work well with individuals and groups, fostering a collaborative team approach.
- Good organizational skills involving the ability to manage time effectively, work independently, and maintain accurate records.
- Demonstrate computer literacy in Microsoft Word and Publisher.

Resumes can be emailed to Marissa Wheeler at mwheeler@ncdfinc.org.