

## **Resident Services Coordinator**

**Maloney Properties – Voted “Best Place to Work” by our employees for 8 years!**

**Our team is hard-working and motivated toward providing the best possible housing experience for our residents. Our reputation for customer service and quality workmanship is exemplary in the industry.**

### **About Us**

Established in 1981, Maloney Properties, Inc. (MPI) is a successful women-owned business. We manage more than 140 housing communities with more than 10,000 units throughout the New England area. MPI has developed a unique culture and work environment that is a significant factor in our success and enables us to attract and retain the best talent and finest professionals in the industry.

We are a company with a human focus and feel passionately and genuinely that our employees are our greatest asset. We are dedicated to teamwork, staff development and training. Maloney Properties is an Equal Opportunity Employer.

### **Your Responsibilities**

We are seeking candidates for a full-time Resident Services Coordinator role at our St. Cecilia’s House and Robert McBride House location in the Fenway area of Boston. The resident profile are the elderly and those with disabilities. The work hours are 9:00am to 5:00pm, Monday to Friday. Your primary focus is to provide information on community-based resources and assist the resident population in accessing those resources. You will network, collaborate, and build partnerships with the local and extended community to bring additional services and supports to St. Cecilia’s and McBride House. Additionally, you will serve as the community’s activities coordinator, developing and facilitating various types of programming for a range of populations and needs. You will act as a liaison with the Community Relations Committee to facilitate Committee sponsored functions.

### **Your Qualifications**

A BA, or higher in Public or Community Health, Social Work, Psychology, Gerontology, Counseling or related specialty or significant work experience relevant to the position is required. Experience in human services/case coordination working with diverse populations is required. Experience developing activities and programming. Experience with cross agency networking/collaboration and building partnerships. Strong MS Office skills are also required. Experience with HUD’s PANGEA software is a plus. Bilingual in English/Spanish or English/Cantonese or Mandarin is a plus.

Employees of Maloney Properties are required to be fully vaccinated against COVID-19 as a condition of employment. Requests for a reasonable accommodation will be considered.

### **Compensation & Benefits:**

MPI offers a family friendly workplace and healthy work-life balance. In addition to a competitive salary and benefits package we also offer the following:

- Training programs and opportunities that lead to employee advancement and promotions.

- A flexible work schedule and the ability in many cases to work remotely.
- A generous Employee Referral Program with a bonus of up to \$1,000 per hire.
- Volunteer and fundraising opportunities for annual causes such as the AIDS Walk and Stand Against Racism, just to name a few.

**Apply Now Via**

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=600386>