

**Resident Services Director  
Job Description**

<b>Position Purpose:</b>	Develop, coordinate, implement and evaluate all program functions of the Revere Housing Authority (RHA)
<b>Reports to:</b>	Executive Director
<b>Positions Supervised:</b>	Mixed Population Coordinator; Interns/Volunteers
<b>Salary:</b>	\$55,000-\$60,000

**Primary Responsibilities:  
Program**

- Develop and implement a year-round program schedule to include scheduling of programs for all residents at the RHA State and Federal Properties
- Develop and implement comprehensive program activities in the areas of technology, ESL, education, employment, academic achievement, social/recreational, health, arts/culture, leadership development, substance abuse education and prevention, civic engagement, and economic development for the continuum of ages that utilize the center.
- Plan and implement activities year-round, including school vacation weeks, summer, holidays, etc.
- Work to market all programs via newsletter, newspaper, flyers, and cable as needed.
- Help identify, develop and coordinate implementation of programs at the RHA through community.
- Identify individual, family and community service needs of residents and offer appropriate referrals
- Developing strategies to link residents with needed programs, including assisting them to overcome various barriers that might impede access to those services
- Identifying additional resource and funding opportunities to respond to emerging needs and interests of residents
- Manage all aspects of the Family Self-Sufficiency (FSS) program including home-ownership program and completion of annual application and grant renewal process

**Administrative**

- Maintain accurate records and contact information for all participants, including children and adults.
- Prepare and submit monthly (program, events, demographics) reports to the Center Director.
- Attend and participate in networking opportunities that will enhance and further the mission and purpose of the RHA.
- Work to prepare activity room for events, to include table set-up, hosting, food preparation, clean up before and after the event.
- Submit expense requests to the Center Director, submit all receipts in a timely manner to the Center Director for monthly reconciliation.
- Positively promote the RHA in the community and within the complex.

**Knowledge, Skills and Abilities:**

- Effective communicator with ability to engage a range of stakeholders in writing and verbally.
- Ability to plan, organize and facilitate the scheduling of multiple programs and providers.
- Experience writing grants and seeking grant funding opportunities a plus.
- Able to motivate individuals and groups to actively participate and take leadership in efforts to increase self-determination.
- Able to accurately identify/assess resident assets and needs in order to connect them effectively to resources and help them set personal goals.
- Able to effectively facilitate meetings and community gatherings.
- Must demonstrate a high level of verbal, writing and listening skills.

**Education and Experience:**

- Ideal candidate will have at a minimum a B.A. in management, (Master's Preferred) social work, education or related fields. Relevant experience can be substituted for education.
- Experience working in community partnerships and organizations on projects that require multi-agency coordination.
- Knowledge of the Boston/ Suffolk County area community a plus.
- Knowledge and experience working with organizations serving the following populations: youth, families, seniors, immigrants, unemployed, people with substance use, mental health related issues, physical and learning disabilities.

**Contact Information:** Please submit a cover letter and resume to Carlos Lopez, Executive Director, Revere Housing Authority, 70 Cooledge Street, Revere, MA 02151. For further details please go to the following [www.revereha.com](http://www.revereha.com) RHA is an Equal Opportunity Employer/Affirmation Action Employer