

BECOME A RESIDENT SERVICE COORDINATOR

Bridge the gap between residents and service needs

www.neahma.org

How to become a Resident Services Coordinator?

- Associate or Bachelor's degree (preferably in social services) or work experience
- Minimum two years in social service delivery.
- Customer Service Skills
- Computer Software
- Advocate, organize, problem solve and obtain results for the residents in the community



WHAT DO YOU DO?

Connect residents to services and establish a high quality of life for all residents. Provide information, education, and referral of resources to residents who need assistance or have questions about a wide variety of issues and concerns. Work as part of the property management team; follow up on referrals from other staff regarding tenant issues and concerns. Help facilitate community organizing and social activities as desired by the community and the residents.

WORK ENVIRONMENT

A Resident Services Coordinators may work part or full-time with a flexible schedule that enables them to be accessible to their residents; this can include nights and/or weekends. Fast pace but rewards endless.



Please join us in the rewarding career of Property Management