



---

Job Title: Community Resource Coordinator  
Department: Property Management  
Reports to: Director of Operations  
FLSA Status: Hourly  
Salary: \$24.03-\$29.26

### **About Community Property Management Corporation**

Here at CPMC we strive to create vibrant communities by providing housing and supportive services. We aim to create a foundation for low to moderate income individuals, families and seniors to thrive. Our goal is to promote self-sufficiency and improve the quality of life within the communities we serve.

### **POSITION SUMMARY**

Under the supervision of the Director of Operations, the Resource Coordinator will be responsible for providing coordination and oversight of activities associated with a general or special services. S/he/they will work independently in developing and implementing programs and/or activities for community members utilizing the Resource Center. The Resource Coordinator will also direct a staff of peer advisors and/or student coordinators to help identify the appropriate tools, services, and resources to help provide such services to the community's needs.

### **RESPONSIBILITIES**

- Coordinates and facilitates activities for the Resource Center on an assigned campus.
- Designs, Develops, and facilitates workshops focused on health and family services.
- Develops and implements marketing strategies for services provided by the Resource Center.
- Develop and maintain a comprehensive list of available community resources (employment, education, social service agencies, etc.) for residents and community members.
- Designs and facilitates workshops focused on such areas as interviewing techniques, resume writing, scholarship/grant search, etc.
- Delivers presentations to classes and businesses as requested.
- Establish and maintain partnerships with relevant organizations and individuals, with an emphasis on providing on-site services to the community.
- Assist's students/clients in removing barriers to their education and environments. Fosters relationships with community and state agencies as well as other resources.
- Provide direct services such as information and referrals for special services.
- Directs volunteers, peer advisors, and/or peer tutors.
- Initiates and/or coordinates the development of grant proposals and solicits donations that support the goals of the resource center; oversees implementation of grants awarded.
- Serves as liaison to community and regional organizations that can contribute to the goals of the Resource Center.
- Plan and coordinate on-site and off-site social/recreational activities that may include, but not be limited to the following: arts & crafts programming; Job training, health, safety, and nutrition workshops; financial literacy classes; and youth activities.
- Educate and/or link community residents to community/neighborhood projects that impact their quality of life, so they may provide input.
- Complete/maintain service reports, grant reports, activities budgets, program files, and required paperwork.
- Provide information for and/or assist in completing grant applications.
- Solicit sponsorships and donations for all programs and events.
- Conduct surveys to assess community needs, evaluate programs and plan relevant services for the community.
- Create monthly calendar of events and activities, producing outreach flyers and quarterly newsletters.



- Assist in recruiting and supervising volunteers.
- Assist in departmental and organization events.
- Attend appropriate internal and external meetings as assigned by supervisor.
- Educate and/or link community members to community/neighborhood projects that impact their quality of life, so they may provide input.
- Other duties as assigned.

**QUALIFICATIONS:**

- Bachelor's Degree in Social Work or related field OR combination of education/experience in providing direct services and coordinating community resources and social services for individuals and families
- Experience in community-organizing and community-building, especially working with culturally diverse populations
- Professional commitment to the mission of Community Housing Development Corporation (CHDC) and Community Property Management Corporation (CPMC).
- Demonstrated experience working in a student/client support environment.
- Experience designing and facilitating training for a diverse audience.
- Self-starter, self-motivated with the ability to work independently and as part of a team.
- Intermediate level computer skills, including proficiency with MS Outlook, Word and Excel
- Demonstrate exceptional customer service skills to all residents, staff and partner agencies
- Demonstrate a high level of verbal, writing, and listening skills
- The ability to speak languages other than English a plus, *preferred but not required*
- A background clearance is required
- Proof of full vaccination is required from Covid-19

**Employees must have the ability to perform the following physical demands for extended periods of time without assistance:**

- Must be able to travel to different CPMC/CHDC sites
- Ability to travel throughout the building and attend meetings throughout the community
- Ability to handle a significant level of stress
- Physical agility to lift and carry materials, bend, stoop, walk and reach overhead.

Community Housing Development Corporation is committed to building a staff that is rich with cultural, social, and experiential diversity. Candidates who want to join us on this journey and who can uniquely contribute to that goal are encouraged to apply.

**How to apply:**

Please send application to [Rhuntley@communityhdc.org](mailto:Rhuntley@communityhdc.org)

**Benefits:** Medical Insurance, Vision Insurance, Life Insurance, AD&D insurance, Paid Vacation, Paid Sick Days, Paid Holidays, 403 (B) Plan.

[Equal Opportunity & Equity Statement](#)

Community Housing Development Corporation is an equal opportunity employer that values diversity as central to our work serving The Bay Area. We comply with all applicable state and local laws governing nondiscrimination in employment. Our practices are in alignment with our commitment to workplace equity, diversity, and inclusion. We foster a work environment where our current and future staff feel welcomed without regard to race, color, religion, gender identity, national origin, sex, age, disability or sexual orientation.