**Resident Services Director**

# Job Description

**Position Purpose:** Develop, coordinate, implement and evaluate all program functions of the Revere Housing Authority (RHA)

**Reports to:**  Executive Director

**Positions Supervised:** Mixed Population Coordinator; Interns/Volunteers

**Salary:** $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

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