**Job Description**

**If you are interested in making a difference in the lives of others, look no further!**

**Preservation Management, Inc. takes great pride in, not only making a difference at the communities we manage, but also in the greater community as well.**

Preservation Management, Inc. (PMI) is seeking a **Part-time (20 hours)** Resident Services Coordinator for our locations in **Hallowell, Edgecomb and Boothbay, Maine**.The mission of the Resident Services Program is to promote successful residencies and to assist residents in achieving maximum independence and self-sufficiency.

**Specific Duties Include**:

* Interview residents, assist them in identifying services needed to resolve problems and achieve personal goals
* Provides information and referral assistance with residents in accessing services and resources including - educational and job training opportunities, financial assistance, health care/ personal support services, personal finance and budgeting information, after school and summer programming for children, nutrition education, food assistance/socialization opportunities such as community gardens and recreational activities.
* Develop and oversee on-site programs/activities based on the needs and interests of residents.
* Maintain records and provide data/information to document results and to comply with reporting requirements.

# **Job Requirements**

* Candidates should possess a four-year college degree with a major in social services
* Minimum of one-year experience in subsidized housing preferred
* Candidates should be familiar with state, federal, and community resources for low-income households, including services for families with children, elderly and disabled residents.
* Candidates should be familiar with eligibility requirements and processes for accessing services.
* Experience in the use of business computer systems and software for email and word processing.
* Experience with on-line database systems is also desirable.

**Compensation & Benefits**:

**401(k) Plan:** Employees who have met the eligibility requirements by completing 80 hours of work, during the first 30 days of employment, are eligible to join the Plan. Currently our 401(k) plan is through Empower Retirement. Employees may contribute up to 100%of their salary up to a maximum of $19,500 in plan year 2021. If you’re 50 or older, you can make an additional catch-up contribution up to $6,500, for a total of up to $26,000. PMI will match employee contributions at the rate of 30% on contributions up to 6% of compensation. Loans are available if a specific hardship exists. Employees must be 21 years of age to participate in the 401(k) plan. Employees may change their contribution amount the first of any month or discontinue at any time. **All new employees must complete and sign the Empower enrollment form whether they wish to contribute to a 401(k) account or not. Eligible employees will be automatically enrolled and will have 3% of their compensation contributed to their 401(k) account unless they choose a different contribution amount, or choose not to contribute, on the enrollment form.**

**Paid Time Off (PTO) and Holidays:** Part-Time employees who were hired and scheduled to work twenty (20) or more hours per week are eligible for PTO and paid holidays (11 paid holidays)

All Employment offers are contingent upon completion of a background check and drug screen.

EEO/Minorities/Females/Disabled/Veterans. Preservation Management, Inc. (PMI), is an affordable housing property management firm headquartered in South Portland, Maine. Founded in 1990, PMI has grown to manage properties in 16 states, to include 90 properties, totaling over 9,000 units. PMI specializes in managing properties that utilize government subsidies and/or Low-Income Housing Tax Credits (LIHTC) to provide affordable housing to their residents. PMI prides itself in offering Resident Services Programs tailored to assist residents and their various needs at many of the communities they manage.

**FMI** and/or to apply, please visit our website at: [https://www.preservationmanagement.com](https://www.preservationmanagement.com/)