



Title: Enriched Service Coordinator (ESC)

Summary:

The ESC will be responsible for the development, implementation of enriched services offered at Teague Terrace or Young Burlington housing development. The ESC mobilizes residents to collective action in order to create stronger, healthier communities. The ESC Promotes community-building principles in alignment with the mission, and core values and strategies of the organization. The successful applicant will first and foremost truly care about the residents and be dedicated to their well-being.

Essential Duties:

- Maintain, facilitate, and implement a resident enriched services program at the assigned building.
- Coordinates, promotes, and evaluates community recreation and education programs for residents including physical and passive activities year round. Implements programs based on the wants and needs of the resident community.
- Provides information and referral to community resources, and conducts presentations to residents regarding the resources available.
- Ensure that records and data are maintained on-site for all enriched service programs, services, and activities.
- Recruits and oversees volunteers.
- Maintains schedules, allocates space, and coordinates supplies for site.
- Plans budgetary needs based on an annual allocation of funds, and works within those constraints for all sponsored resident activities.
- Coordinates seasonal events, holiday activities and special events.
- Networks with various community agencies to solicit donations of goods, and services.
- Utilizing an outreach and engagement strategy works to increase the participation of resident population in various programs and activities.



---

## HOUSING WORKS

creating housing options

- Maintain communication and provide support to the Resident Council to ensure full participation and consistency.
- Cooperate, communicate and collaborate with lead coordinator and other program coordinators in organizing and conducting community events and tours; distribute newsletters, flyers, and other written communications, as needed.
- Stay current and informed regarding issues in the community and neighborhood.
- Attend trainings and capacity building opportunities as necessary to fulfill the job description.
- Works in collaboration with on- site supportive services case managers

Requirements: Education: High School, some college or equivalent experience. Knowledge of community resources developmental disabilities, chronic substance abuse, veterans in particular, homelessness in general. Must be creative and experienced in organizing/assisting with community events and activities. Language: English a must (Bilingual English /Spanish ok, but not required) good verbal and written communication skills. Driver's license: Must possess a valid California driver's license and automobile insurance.