

## HISPANIC HOUSING DEVELOPMENT CORPORATION - **Part Time Resident Service Coordinator**

**SUMMARY:** The **Resident Services Coordinator** is responsible for managing resident relations and activities at the various properties. This position must build and maintain professional and friendly relationships with coworkers, as well as maintain professional rapport with residents and community members. In addition, this individual is expected to be organized and detail-oriented so that information remains in correct files.

**ESSENTIAL JOB FUNCTIONS include the following. Other duties may be assigned.**

- Researches Drug Elimination Program and similar initiatives and existing models.
- Develops a plan of action and implements schedule for the program; assists with by-laws.
- Organizes Drug Elimination Program Advisory Council.
- Coordinates Drug Elimination Program meetings.
- Assists Resident Council meetings.
- Develops/monitors ongoing educational and leadership development program schedules, materials and learning networks.
- Develops information and referral services to families at risk.
- Communicates with media, identifies potential financial resources, organizes neighborhood.
- Networks programs and recruits community participants.
- Reports to participants via newsletter.
- Reviews crime statistics for analysis.
- Monitors plan of action and implementation schedule.
- Researches, administers and applies for additional grant-funded programs.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in Social and Behavioral Sciences or Liberal Arts
- Minimum three years experience working in areas of community development and/or social service administration in a community development environment.
- Advanced degree and grant writing experience preferred.
- High energy.
- Sensitivity to diverse cultures.
- Commitment to progressive social goals.
- Bilingual (Polish) helpful.

### **EOE**

**Important:** Please indicate the position you are applying for in the subject of the fax or email. Include your salary requirements and fax resumes to 312-602-6530, Attn: HR or email to [recruiting@hhdevcorp.com](mailto:recruiting@hhdevcorp.com).

**Principals only -- No Recruiters**