

Registration Information

Order No.	3909231
Agency Name	Rainbow Housing Corporation
Job Title	Resident Services Coordinator
Job Description (including hours and responsibilities)	<p>The Program Coordinator needs to be a motivated, energized, self-starter, organized, passionate, compassionate, professional, and approachable. Must have ease in communicating and is accountable, purposeful, intentional, resourceful, able to build professional relationships, develop partnership with similar organizations, HAPPY, and ready to be a servant leader of social and economic change. The Program Coordinator is directly responsible for the delivery of educational and community-building programs for our residents and is responsible for coordinating with local third-party service providers to enhance these programs. Apply IF: You are seeking a part time position and... You have employment experience in education or social services You have volunteer experience in education or social services You have been educated in social services or teaching education You have reliable transportation. You are energetic, have a positive attitude, can provide quality customer services Build relationships easy Are a creative self starter, result orientated, and resourceful Essential Functions and Responsibilities of Position: Support the needs of low-income individuals and families Deliver educational workshops to residents Coordinate and provide resident social activities Provide quality customer service Provide resources and connect residents to opportunities to bridge social and economic barriers to goals and advancement Report program outcomes to the Rainbow Resident Services Division Maintain the Resource Center in a clean and presentable condition Welcomes new youth residents (and establishes contact with existing youth</p>

	<p>residents) and explains about the resident services program, its offerings, and the Youth Program Coordinator role in providing information and support in assisting residents interested in enrolling in the Youth Enrichment Program. Identifies and assesses youth needs when appropriate; informs the parent of available resources and provides support in accessing services successfully. Plan, implement, promote, and administer youth activities and programs. Provide quality customer service and ensure a safe, fun, and positive environment within the youth program. Organizes and oversees all volunteers for the Youth Enrichment Program. Suggested Skills/Background Required Must be willing to undergo, and pass, a background and drug test Enthusiasm in working with people Desire to organize community and social services events and experiences - or the proven ability to quickly develop such skills Desire to gain skills and knowledge about the daily realities facing low-income families Demonstrate experience in successfully working with diverse populations Outgoing personality and ability to build relationships with community partners and resources Facilitate reliable personal or public transportation and live within 25 miles of target zip code For more information, please visit our website: www.rainbowhousing.org</p>
Job Location	Austin, TX
Salary Range	\$15 - \$16 Hourly
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