**Enriched Services Coordinator**

Part time, 17 hours per week - Flexible hours but mostly during afternoon, some evenings and weekends

$18 hourly

**Job Description:**

The ESC works independently under the direction of the Manager of Enriched Services. The ESC will be responsible for the development, implementation and long-term maintenance of Enriched Services programs offered at an affordable housing development. The ESC mobilizes residents to collective action in order to create stronger, healthier communities. Promotes community-building principles in alignment the mission, 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 develop a resident enriched services program the site
* Develops, coordinates, promotes, and evaluates community nearby education and recreation programs for residents including physical and passive activities year round. Develops 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.
* Ensures that records and data are maintained on-site and provides same to the Manager of Enriched Services, as requested, for all enriched service programs, services, and activities
* Prepares budgetary needs based on an annual allocation of funds, and works within those constraints for all sponsored resident activities both in-person and virtual. Reconciles petty cash expenditures within budget constraints on a monthly basis.
* Coordinates seasonal decorations, holidays and special events.
* Utilizing an outreach and engagement strategy, approved by the manager, works to increase the participation of resident population in various programs and activities.
* Support other staff as requested and approved in the implementation of initiatives, goals and objectives on an as needed basis.

**Requirements**:

*Education*: High School, some college

*Experience:* Must have some experience in working with low-income and ethnically diverse families and children; knowledge of community resources and knowledge of Latino family structures. Must have some experience in organizing community events and activities.

*Language:* Bilingual (English/Spanish); excellent verbal and written communication skills

*Driver’s license:* Must possess a valid California driver’s license and automobile insurance.

**Schedule**:

* Approximately four days per week during the week with the occasional Saturday or Sunday
* 4 to 4.5 hours per day

**Work Location**:

Pomona, CA & Los Angeles, CA

**COVID-19 considerations**:  
All employees are required to wear a mask, social distance at all times while in the building, and follow any and all protocols given on this matter.